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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CONFERENCE ROOM
GOUGH STREET
33 GOUGH STREET, SAN FRANCISCO

DATE: ~~**THURSDAY, October 31, 2002**~~
THURSDAY, November 7, 2002

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: AUDITORIUM
GOUGH STREET CAMPUS
33 GOUGH STREET, SAN FRANCISCO

DATE: ~~**THURSDAY, October 31, 2002**~~
THURSDAY, November 7, 2002

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES
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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

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TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

    a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

    b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

    c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

CITY COLLEGE OF SAN FRANCISCO

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AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CONFERENCE ROOM

33 GOUGH STREET
San Francisco
THURSDAY, November 7, 2002
5:00 P.M.

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property:	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

Property:	324 Havelock Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Eugene Moggia
Under Negotiation:	Price and terms of payment

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (G.C. 54956.9(a))

1. SFCCD. v. Acres Engineering & Daniel Valiao
San Francisco Superior Court Case # CV 765862

2. Womack v. SFCCD
San Francisco Superior Court Case, CPF-02-500892

3. Amar v. SFCCD
San Francisco Superior Court Case, CGC-02-413646

4. Balistreri v. City College of San Francisco, Chang, Wou, Moreno et.al
San Francisco Superior Court Case CGC-02-411805

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C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)

Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 2 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – 1 case

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS
AUDITORIUM
33 GOUGH STREET
San Francisco

Thursday, November 7, 2002

Open Session - 6:00 p.m.

I. Roll Call

II. Pledge of Allegiance

III. Approval of Minutes
Regular Meeting Minutes – September 26, 2002

IV. Adoption of Resolutions Agenda

V. Approval of Consent Agenda Items as Listed

VI. Special Presentations

VII. Monthly Financial Report – James Kendrix & Peter Goldstein

VIII. Action on Other Resolutions Agenda Items

IX. Report from Constituent Groups

- Academic Senate - David Yee, President
- Associated Students - Kevine Boggess, President
- Classified Senate - Alice Munoz-Shvarts, President

X. Board of Trustees' Report

XI. Chancellor and Staff Reports

XII. Closed Session Announcements - Legal Counsel Ronald Lee

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XIII. Requests to Speak

XIV. Adjournment

FINANCE

GENERAL FUND

B1 - Adoption of Nonresident Tuition Fee Rate in Grades 13 and 14 for the Fiscal Year 2003-04

B2 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2002.

B3 - Authorization be hereby given to adopt *c
the expenditure plan as specified in this resolution, as required by the 2002-2003 Budget Act, in order to receive special State funds for the Telecommunications Technology Infrastructure Program in the amount of $149,757

CAPITAL OUTLAY

B4 - Authorization be hereby given to amend the Agreements with Levy Design Partners, Hamilton Aitken Architects, Mock/Wallace – Barcelon & Jang, Finger & Moy Architects, Baker Vilar Architects, and Powell & Partners Architects to extend the contract time to June 30, 2004 and increase each contract amount to a not to exceed cost of $750,000 if such action is needed

B5 - Authorization for eight (8) Contract *c
Modification(s) totaling $100,040.57 for Special Services Contract(s) and Construction Contract(s)

B6 - Authorization be hereby given to contract *c
with the lowest responsible bidder, ____ for the project: Science Hall & Cloud Hall Elevator Modernization Project, to be completed on or before Feb 28, 2003, at a cost not to exceed $ ____,

B7 - Authorization be hereby given to contract *c
With the lowest responsible bidder, ____ for the project: Evans Campus MOCD Improvements & Seismic Upgrade, to be completed on or before June 1, 2003, at a cost not to exceed $ ____,

B8 - Authorization be hereby given to contract *c
with the lowest responsible bidder with Rose Construction for the project: City College Warehouse Repair, to be completed on or before May 1, 2003, at a cost not to exceed $246,449

B9 - Authorization be hereby given to contract with the lowest responsible bidder, EIP Associates, from November 8, 2002 through July 1, 2003 for special services and advice to provide the District with professional services for CEQA compliance of Proposition A, 2001 General Obligation

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

Bond Projects, at the Ocean Avenue Campus at a cost not to exceed $100,000

GRANTS/CONTRACTS

B10 - Authorization to pay $10,000 to Eva B. Schiorring, MPP, for the design of a Family Child Care survey that investigates the educational and professional development needs of San Francisco's family child care home providers. *c

B11 - Authorization be given to continue contracting with participating colleges in the NCBC consortium to participate in grant activities in the amounts stipulated above during the period of November 8, 2002 through June 30, 2003 *c

B12 - Authorization be given to contract with Olive Tree Communications to build an interactive Web site for the period November 8, 2002 through April 1, 2003 in the amount not to exceed $50,000 *c

B13 - Authorization to modify existing Grants/Contracts *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

C3 - Acceptance of Gifts *c

HUMAN RESOURCES

G1-9 - Academic Employees, Credit Program, District Funded *c

H1 - Academic Employees, Credit Program, Categorically Funded *c

L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract *c

N1 - Academic Employees, Community Services Classes *c

SPECIAL

S1 - Recommend (1) Modifying Board of Trustees Resolution No. 010321.S2 to delete the classification Garden Assistant Supervisor (3418), and to include the classification of Park Section Supervisor (3422); and (2) authorizing the Administration to establish wage rates/premiums and benefit levels for the 3422 classification *c

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

S2 - Appreciation to Assemblywoman Carole Migden for her many years of dedicated service to and outstanding leadership in the State Assembly

S3 - Approval of the Chancellor's Annual Performance Objectives for 2002-2003

S4 - Technical Amendments to AB 540 Public postsecondary education: exemption from nonresident tuition and establishing Federal eligibility for financial aid and state residency

S5 - Approval of New Administrative Evaluation and Contract Renewal Procedures

REAL ESTATE

W1 - Authorization to contract with Payphone Stations, Inc. to install pay phones and to provide pay phone services throughout District facilities starting January 1, 2003 through December 31, 2005 with the possibility of two single year extensions upon mutual agreement. *c

W2 - Authorization be hereby given to contract with Clifford Associates for real estate appraisal services from September 1 2002 – November 30, 2002, at a cost not to exceed $18,000 *c

Information only

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **November 21, 2002**
Ocean Avenue Campus
Pierre Coste Dining Room
50 Phelan Avenue
San Francisco

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **B1**

TO: Board of Trustees

FROM: Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Adoption of Nonresident Tuition Fee Rate in Grades 13 and 14 for the Fiscal Year 2003-04
(Resolution No. 021107-B1)

BACKGROUND INFORMATION:

The California Education Code, beginning with Section 76140, sets forth the relevant law as it relates to nonresident tuition fees rates in grades 13 and 14 . It distinguishes between nonresident students who are U.S. Citizens (out-of-state) and nonresident students who are citizens of a foreign country (out-of-country) and establishes criteria used for the setting of tuition fee rates for both groups.

While the cost of providing instruction and related services has increased significantly since 1996, the fees City College charges for non-resident tuition have not been raised at all during the past six years. The rate for fiscal year 2002-2003 is:

$130.00 per semester unit
$ 6.00 per semester unit for capital outlay

The $6.00 per semester unit for the capital outlay fee is calculated each fiscal year based upon the prior fiscal year's expenditure for capital outlay. The law precludes the College from charging this fee to out-of state students and only allows it to be charged to out-of-country students.

The Vice Chancellor for Finance and Administration and the Chief Financial Officer recommend that the rates for fiscal year 2003-04 be set at $144.00 per semester unit and $ 9.00 per semester unit for capital outlay. All other policies, rules, and regulations relating to exemptions, refunds, and economic hardship/victims of persecution or discrimination for fiscal year 2003-2004 remain the same as in fiscal year 2002-03.

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As the table below shows, the District's recommended rates for next fiscal year, 2003-04, are equal to the lowest rates charged by our contiguous Bay Area community colleges for the current fiscal year, 2002-03. Since it is likely that these other colleges will increase their rates for 2003-04 once again, it is also likely that our rates will remain the lowest in the immediate Bay Area during 2003-04.

	2003-04 Proposed CCSF	2002-03 Contra Costa	2002-03 San Mateo	2002-03 Marin	2002-03 Peralta
Tuition Rate	$ 144.00	$ 138.00	$ 148.00	$ 157.00	$ 175.00
Capital Outlay Fee	$ 9.00	$ 15.00	$ 7.00	$ 11.00	$ 8.00
Total	$ 153.00	$ 153.00	$ 155.00	$ 168.00	$ 183.00

RECOMMENDATION:

RESOLVED: That in accordance with California Education Code Sections 76140 and 76141, the out-of-state per semester unit fee rate of $144 and out-of-country per semester unit fee rate of $153 (including a $9 capital outlay fee) be adopted for non-resident students enrolled for the Fiscal Year 2003-04,and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
James Kendrix, Originator

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended June 30, 2002.
(Resolution No. 021107-B2)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Since June 30, 1987, Districts are required quarterly to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended June 30, 2002 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANT**
Approval of Expenditure Plan for 2002-2003 TTIP Grant, State Chancellor's Office
(Resolution No. 021107-B3)

BACKGROUND INFORMATION:

The 2002 -2003 State Budget Act contains $24.5 million for expenditure on the Telecommunications Technology Infrastructure Program (TTIP), and provides that $12,500,000 be allocated to the community colleges for maintaining all of the capabilities specified in the Budget Acts of 1996 through 2002 for the Telecommunications and Technology Infrastructure Program: (1) maintenance of communications lines, software and other costs associated with connecting to the collaborative California State University/California Community College telecommunications wide area network (4CNet), (2) video conference connectivity, (3) local planning and development for improving library technology, (4) digital satellite systems. Due to budget constraints, the Department of Finance did not provide 2002-03 funding for the areas of Total Cost of Ownership or Technology Training.

The allocation of the 02-03 TTIP funds for City College of San Francisco is $149,757, earmarked for the following categories:

4CNet data	$88,120
4CNet video	$24,600
Library Automation	$37,037
TOTAL	$149,757

4CNet data and video funds are earmarked to pay for Internet connectivity and video conferencing capability provided by the 4CNet system. City College was recently upgraded to a DS3 connection, which is 13 times faster than what we had before. The funds for Library Automation are earmarked to provide students with access to electronic library resources (e.g. online periodicals

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DR. PHILIP R. DAY, JR., CHANCELLOR

databases). These funds will be administered by the Library to pay for City College's use of online databases.

The State Chancellor's Office requires that a Board approved expenditure plan for the TTIP funds be submitted. The following expenditure plan, created in accordance with the guidelines for allowable TTIP expenditures, is submitted for Board approval.

No general fund expenditure will be required to implement this resolution.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to adopt the expenditure plan as specified in this resolution, as required by the 2002-2003 Budget Act, in order to receive special State funds for the Telecommunications Technology Infrastructure Program in the amount of $149,757, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Mamie How, Originator

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Amend Special Services Contracts – Levy Design Partners, Hamilton Aitken Architects, Mock/Wallace – Barcelon & Jang, Finger & Moy Architects, Baker Vilar Architects, and Powell & Partners Architects (Resolution No. 021107-B4)

BACKGROUND INFORMATION:

On April 27, 2000 the Board of Trustees adopted Resolution No. 000427 – B4 and authorized the award of Architectural / Engineering contracts to Levy Design Partners, Hamilton Aitken Architects, Mock/Wallace – Barcelon & Jang, Finger & Moy Architects, Baker Vilar Architects, and Powell & Partners Architects for projects funded by the Proposition A 1997 General Obligation Bond. The authorization was to enter into an agreement with each firm for up to three years, at a cost not to exceed $400,000. This resolution authorizes the extension of any of these Agreements for an additional year (June 30, 2004) and increases the contract amounts to a cost not to exceed $750,000 if necessary. This allows for the completion of the Proposition A 1997 General Obligation Bond Projects.

The District is finalizing the Request for Qualification (RFQ) language to be used in a comprehensive outreach effort to obtain architectural / engineering services for the Proposition A 2001 General Obligation Bond Projects. It is anticipated that a resolution will be brought to the Board in February 2003 to award architectural / engineering services for the renovation and remodeling projects funded by the 2001 bonds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to amend the Agreements with Levy Design Partners, Hamilton Aitken Architects, Mock/Wallace – Barcelon & Jang, Finger & Moy Architects, Baker Vilar Architects, and Powell & Partners Architects to extend the contract time to June 30, 2004 and increase each contract amount to a not to exceed cost of $750,000 if such action is needed, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
W/ David Liggett

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DR. PHILIP R. DAY, JR., CHANCELLOR

DATE: November 7, 2002

B5

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **CAPITAL OUTLAY**
Authorization for eight (8) Contract Modification(s) totaling $100,040.57 for Special Services Contract(s) and Construction Contract(s)
(Resolution No. 021107-B5)

BACKGROUND INFORMATION:

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	020829-FIO Cloud Hall Room 218 Electrical Upgrade	Brayer Electric Company (Contractor)	$3,678.00	$0.00	CM 01 $900.00	$4,578.00	**Project Budget: $4,578.00** **Encumbered & Paid to Date: $3,678.00** Pull new conductors for floor receptacles with grounded conductors. Existing floor plugs were not grounded. Re-feed three wall receptances on circuit LL2D-26.
B	020321-B2 Batmale Hall HVAC System Improvement, Phase I	Angotti & Reilly, Inc. (General Contractor)	$197,000.00	$0.00	CM 01 $2,265.00	$199,265.00	**Project Budget: $287,800.00** **Encumbered & Paid to Date: $199,687.10** Install supports for existing electrical conduits and mechanical piping at various locations.
C	010118-B5 Project Management and Assistance on District's Capital Outlay Projects	Turner Construction Company (Construction / Project Management Consultant)	$50,000.00	$202,840.00	CM 03 $40,000.00	$292,840.00	**Project Budget: $300,000.00** **Encumbered and Paid to Date: $237,721.00** Additional project management and assistance on various Capital Outlay projects for three months from November 7th to February 2003
D	010830-B7 Alemany Campus Building Elevator and ADA Improvements	Angotti & Reilly (General Contractor)	$515,139.00	$84,974.00	CM 04 $7,739.57	$607,853.42	**Project Budget: $883,874.00** **Encumbered and Paid to Date: $746,727.40** Additional painting and electrical work to complete project.
E	020530-B7 Turf Replacement for Stadium at Ocean Avenue Campus	Interstate Grading & Paving, Inc. (Contractor)	$208,817.00	$15,584.10	CM 02 $1,640.00	$226,041.10	**Project Budget: $648,477.00** **Encumbered & Paid to Date: $639,942.96** Installation of goal posts.

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
F	020627-B12 John Adams Campus Hayes Street Parking Lot Repair	Ghilotti Bros., Inc (Contractor)	$108,500	$24,658.62	CM 03 $15,000.00	$148,158.62	**Project Budget: $175,000.00** **Encumbered & Paid to Date: $171,484.61** Acceleration of work into nights and weekends to complete construction for start of fall semester.
G	020321-B7 John Adams Campus Gymnasium Brick Repair & Seismic Upgrade	Romkon, Inc., (General Contractor)	$261,000	$16,298.00	CM 02 $16,847.00	$294,145.00	**Project Allotment: $406,540** **Project Encumbered & Paid To Date: $283,595.40** Additional lead paint abatement and demolition work.
H	10118-B9 Construction of EOPS Building	Capital Modular, Inc. (General Contractor)	$665,800.00	$18,400.00	CM 02 $15,649.00	$699,849.00	**Project allotment: $1,100,000.00** **Project Encumbered & Paid to Date: $936,563.57.00** Various minor changes to complete project.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
_____
Bids to be received at 10:00 am on Friday October 25, 2002
(Resolution No. 021107-B6)

BACKGROUND INFORMATION:
Project: Science Hall & Cloud Hall Elevator Modernization Project

The District publicly advertised the Bid Invitation for the Science Hall & Cloud Hall Elevator Modernization Project, requesting proposals from contractors and received __ bids. The District wishes to contract with _____, for the project: Science Hall & Cloud Hall Elevator Modernization Project. This project consists of upgrading the equipment machine rooms, elevator equipment, elevator cab and smoke detection systems to meet the current Code Requirements.

The project is funded by 1997 General Obligation Bond and State Schedule Maintenance Funds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, ____ for the project: Science Hall & Cloud Hall Elevator Modernization Project, to be completed on or before Feb 28, 2003, at a cost not to exceed $ ____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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DATE: November 7, 2002 **B7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
_____
Bids to be received at 2:00 pm on Thursday October 24, 2002
(Resolution No. 021031-B7)

BACKGROUND INFORMATION:
Project: Evans Campus Mayor's Office of Community Development (MOCD) Improvements & Seismic Upgrade Project

The District publicly advertised the Bid Invitation for the Evans Campus MOCD Improvements & Seismic Upgrade requesting proposals from contractors and received __ bids. The District wishes to contract with _____, for the project: Evans Campus MOCD Improvements & Seismic Upgrade. This project consists of construction of new classrooms, workshops, and support spaces on the second floor; construction of new exterior storage buildings, fencing, gates, and paving; accessibility improvements and seismic upgrade work.

The project is funded by the Mayor's Office of Community Development Grant and Proposition "A" 2001 Bond Fund.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, ____ for the project: Evans Campus MOCD Improvements & Seismic Upgrade, to be completed on or before June 1, 2003, at a cost not to exceed $ ____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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DATE: November 7, 2002 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Rose Construction
(Resolution No. 021107-B8)

BACKGROUND INFORMATION:
Project: City College Warehouse Repair, 1960 Carroll Avenue

The District publicly advertised the Bid Invitation for City College Warehouse Repair requesting proposals from contractors and received 12 bids. The District wishes to contract with Rose Construction, for the project: City College Warehouse Repair. The propose of this project is to convert the building from a maintenance shop to a storage building and improve its safety and security. This project consists of replacing all the exposed exterior siding, replacement of exterior doors with steel doors, removing and covering over all street level windows, constructing a new loading dock and replacing the adjacent coiling door, and installing a fire sprinkler system.

The project is funded by the State Capital Outlay Project Fund, 50/50 match of State Schedule Maintenance Fund and Proposition "A" 1997 Bond Fund.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, Rose Construction for the project: City College Warehouse Repair, to be completed on or before May 1, 2003, at a cost not to exceed $246,449, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **B9**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services contracts to; EIP Associates for California Environmental Quality Act (CEQA) Compliance Consulting Services (Resolution No. 020627-B9)

BACKGROUND INFORMATION:

Project: *Proposition A, 2001 General Obligation Bond Projects, at the Ocean Avenue Campus and other Campus sites*

The District used a comprehensive outreach effort to encourage prospective firms and sub-consultants to respond to the "Request for Qualifications" for California Environmental Quality Act (CEQA) Compliance Consulting Services. Four firms submitted responses to the RFQ. The Board of Trustees approved a resolution in June 2002 to authorize contracts with three of these firms, and tabled consideration of the fourth firm, EIP Associates. This resolution will authorize a contract with EIP Associates to provide consulting services for achieving CEQA compliance for projects at the Ocean Avenue Campus and other Campus sites.

A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget.

The project is funded by the Proposition A, 2001 General Obligation Bond

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, EIP Associates, from November 8, 2002 through July 1, 2003 for special services and advice to provide the District with professional services for CEQA compliance of Proposition A, 2001 General Obligation Bond Projects, at the Ocean Avenue Campus at a cost not to exceed $100,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett
11/0702 – B9 page 1

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: November 7, 2002 **B10**

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS
Authorization to pay $10,000 to Eva B. Schiorring, MPP, for the design of a Family Child Care survey that investigates the educational and professional development needs of San Francisco's family child care home providers.
(Resolution No. 021107-B10)

BACKGROUND INFORMATION:

Under the direction and support of the Child Development and Family Studies Department, the Family Child Care Project (Initiative) will contract with Eva B. Schiorring to design, implement, and gather information that will investigate the professional development needs and priorities of San Francisco's family child care home providers. The Family Child Care Project is funded under the Mayors Office for Children, Youth, and Their Families. The $10,000 will be paid directly from this fund. No general fund from the District is required.

RECOMMENDATION:

RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to pay the sum of $10,000 to Eva B. Schiorring, MPP, from the Family Child Care Project for her services,and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Sandra Handler, Originator

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EVA B. SCHIORRING
263 Texas Street
San Francisco, CA 94107
Phone: 415. 559-4360

CAREER SUMMARY

PROJECT DESIGN & DEVELOPMENT CONSULTANT 98-pres

Sample Projects in Key Areas of Work:

EVALUATION: Conducted state-wide and local evaluations of workforce initiatives, industry-education partnerships, student services and academic programs

Evaluation of Allied Health Programs in California's Community Colleges (current)
Client: Center for Student Success/ED>Net Health Initiative
Evaluation of Teacher Preparation Program (current)
Client: City College of San Francisco (CCSF)
Evaluation of San Francisco's School-to-Career Partnership
Client: San Francisco School-to-Career Partnership
Evaluation of Factors Influencing Technology Integration in Community Colleges
Client: Center for Student Success/@ONE

GRANT WRITING & RESOURCE DEVELOPMENT: Developed fundraising plans and wrote proposals that raised $4 million for education and workforce development programs

Resource Development Plan
Client: UC Berkeley, Labor Studies Department
Equipment for Laser Industry Program
Client: San Jose City College
Launching of High Tech Facilities' Management Program
Client: San Jose City College
Expansion of Alternative High School (current)
Client: Orion Academy

PARTNERSHIP DEVELOPMENT: Assessed the Feasibility and Supported Implementation of Local Initiatives

Business-Education Partnership Development
Client: San Francisco School-to-Career Partnership
K-12 University Partnership Development
Client: University of California at Berkeley, Math & Science Partnership

PROGRAM DEVELOPER, City College of San Francisco	94-98
DEVELOPMENT DIRECTOR, Support Center for Nonprofit Management	93-94
DIRECTOR OF ECONOMIC DEVELOPMENT, Career Resources Dev. Center	89-93
ADMINISTRATIVE ANALYST, UC Berkeley	88-89

EDUCATION

HARVARD UNIVERSITY, Master's Degree in Public Policy
UNIVERSITY OF CALIFORNIA AT SAN DIEGO, Bachelor's Degree in Political Science

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002

B11

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GRANTS
Authorization for the distribution of funds to participating colleges in the Northern California Biotechnology Center Consortium and for two consultant contracts for Biotechnology industry liaison (Resolution No. 021107-B11)

BACKGROUND INFORMATION :

City College of San Francisco has received a renewal on an existing grant from the State Chancellor's Office/ED>Net to maintain the Northern California Biotechnology Center (NCBC). CCSF wishes to continue contracts with the following participating community colleges of the NCBC consortium, providing funds to develop biotechnology curricula and productive industry relations at their college from November 8, 2002 through June 30, 2003.

Contra Costa College	$8,000
College of Marin	$5,500
College of San Mateo	$5,500
Foothill College	$5,500
Las Positas College	$5,500
Ohlone College	$5,500
Skyline College	$10,500
Solano College	$8,000

City College of San Francisco also wishes to extend contracts for the services of Mabel Hom, in the amount not to exceed $14,000, and Marvin Bobes, in the amount not to exceed $12,000. These consultants will coordinate the critical connection between the NCBC consortium colleges and the biotechnology industry as specified in the grant.

RECOMMENDATION:

RESOLVED: That authorization be given to continue contracting with participating colleges in the NCBC consortium to participate in grant activities in the amounts

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stipulated above during the period of November 8, 2002 through June 30, 2003, and

FURTHER BE IT RESOLVED: That authorization be given to continue contracting with Mabel Hom, in the amount not to exceed $14,000, and Marvin Bobes, in the amount not to exceed $12,000, as industry liaison consultants for the period of November 8, 2002 through June 30, 2003 and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Wing Tsao, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS
Authorization to contract with Olive Tree Communications (Resolution No. 021107-B12)

BACKGROUND INFORMATION :

This resolution seeks the Board's authorization to contract with Olive Tree Communications, a woman-owned SF web design firm, to build an interactive Web site that will contain the findings and products of the Promoting Diversity project including case studies of effective diversity practices and statewide data on diversity in the community colleges. Olive Tree Communications was chosen after a request for proposals/bids was sent out to San Francisco firms listed by the SF Human Rights Commission. The services that will be provided by Olive Tree Communications include conducting a review of how practitioners can use a data-driven Web site; design and specification of the technical requirements; development of the applications; testing of the applications; and training of the users of the Web site.

City College of San Francisco received a grant from the State Chancellor's Office two years ago to identify effective practices promoting diversity within the community colleges of California. The project's research team used statewide surveys, on-site interviews, data from the State Chancellor's Office and extensive phone interviews to develop a final report that describes effective practices that promote diversity in hiring, internal college climate and college-community relationships. The report will be widely disseminated throughout the state to all practitioners including community college trustees, administrators, faculty, staff and students, and to other interested organizations including other educational institutions, policy-makers, and community organizations.

The dissemination plan includes the production of a hardcopy report, a PowerPoint presentation and an interactive data-driven Web site. The intent is to build a Web site with a capacity to extend and enlarge the number and scope of the case studies over the next few years.

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The contract is for no more than $50,000 for the period November 8, 2002 through April 1, 2003. Funds are from second year allocation of the Promoting Diversity grant from the State Chancellor's Office.

The background and skills of the team that will be constructing this website are attached to this resolution.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Olive Tree Communications to build an interactive Web site for the period November 8, 2002 through April 1, 2003 in the amount not to exceed $50,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution

Robert Gabriner, Originator

Olive Tree Communications

Olive Tree Communications is an award-winning media design firm that specializes in the communication needs of educational and non-profit organizations. The rich experience and diverse skills of our staff and partners enable us to provide a wide range of services including website design, multimedia production and application development. By incorporating quality design, effective partnerships, and personalized attention, OTC delivers real value to its customers.

Kelly Briley is the principal of Olive Tree Communications. She brings her expertise in design and information management to her work. She has an M.A. in Instructional Technology, is certified by the National Teacher Training Institute for video and Internet enhanced instruction and maintains certification for online teaching. She has worked as a lecturer at universities and colleges where she has taught advanced multimedia classes and professional development for teachers. She has written articles and conducted conference presentations on such topics as multimedia in the classroom, designing web-based training programs, and marketing community colleges. She is also a contributor to an upcoming book entitled "Media Education as Pedagogy."

Ms. Briley has designed and produced numerous media-based training programs and is skilled in the marketing of non-profit, educational and governmental institutions. Clients include the Queens Library in New York, the San Francisco International Airport, Los Medanos College, Panasonic, and Wadsworth Publishing. A few recent projects include:

- A multilingual (Spanish, Russian, Chinese and English) multimedia-based training program for the Queens Library in New York.
- An informational website and CD-ROM for the Occupational Education program at Los Medanos College. The multimedia package was designed to recruit more students into occupational education programs at LMC.
- A series of instructional multimedia presentations for video production courses for Youth California.

- A web-based training program for the appliance technology program at Los Medanos College.

Patrick Ciccarelli is a technology consultant and educator. He has worked with schools, non-profits and corporations in the implementation and use of technology as well as in the development of database and web-based applications. He has provided technology consulting and teacher training to educational institutions throughout Northern California including the San Francisco Unified School District, Sequoia Union High School District, Lake Tahoe Community College, and San Francisco State University. He is the author of "CCNA Jumpstart," "MCSE2000 Jumpstart," and "CCDP Exam Notes," all from Sybex Network Press. Mr. Ciccarelli also holds an M.A. in Instructional Technology in addition to several highly regarded industry certifications. He is also one of the founders of EduAction, a non-profit organization that develops content management systems for K-12 schools. The upcoming system will include curriculum management, online portfolio assessment, decision-making tools and document management. Clients include the Oakland Unified School District and Redwood City Unified School District. The development team has worked on projects for Digital Think, Checkpoint, Netscape and Ariba, among others. Other examples of Mr. Ciccarelli's content management work include:

- The design and development of the document management system for *E-Subjects*. http://www.esubjects.com/
- The design and development of a content management system for Cathedral School for Boys, a private school in San Francisco. http://www.csb.pvt.k12.ca.us/ (content management system can only be accessed through a password by parents, faculty and administrators)

DATE: November 7, 2002

B13

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANTS/CONTRACTS**
Authorization to modify existing Grants/Contracts
(Resolution No. 021107-B13)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
A	020829-FIO	California Community Colleges/ Chancellor's Office/Foster & Kinship Care Education	July 1, 2002 to June 30, 2003	$89,784	+$19,346	$109,130	$14,346 of the additional funds will be used for conducting foster & kinship care classes and workshops. The remaining $5,000 will be used for regional coordination. Sandra Handler, Originator
B	011025-B12	U.S. Department of Education – Community Technology Centers	October 1, 2001 – September 30, 2002	$250,737	Extend grant period to January 15, 2003	$250,737	Extend San Francisco Computers and Learning Expansion Project grant period; project was notified of extension after September board meeting Veronica Hunnicutt, Originator
C	010628-B20	National Science Foundation – Bio-Link Center	April 30, 2002 – August 31, 2003	$802,375	Augment grant by $40,500	$842,875	Augment Bio-Link grant by $40,500 Kristin Hershbell, Originator

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 021107-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling for June $352,015.83 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 60,177.07
Purchase Orders	248,217.55
Travel/Mileage	43,621.21
GRAND TOTAL:	$ 352,015.83

James Kendrix, Originator

11/07/02 - C1 page 1

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CITY COLLEGE OF SAN FRANCISCO

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Date: November 7 2002 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 021107-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 2,850,882.45

James Kendrix, Originator

11/07/02- C2 page 1

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+/*	Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc. #	Amount	Description
	UPYENC	60	5190	6600	S	UGF - Prior Year Encumb	Strategic Education Services	DPA7860	9,286.84	Consulting
	UPYENC	4900	5610	6010	S	UGF - Prior Year Encumb	San Francisco LGBT Community Center	DP93084	3,500.00	Leases
	UPFX	2058	5202	6750	S	Partnership for Excellence	Karen Bevels Custom Catering	DPA1510	8,951.75	Conference
*	UPFX	4060	4303	6600	C	Partnership for Excellence	CCSF Bookstore	TPA1374	10,000.00	Supplies
	UPFX	7736	5650	800	C	Partnership for Excellence	Fitlinxx	DPA2415	9,499.79	Maintenance
+	U	0004	5633	6600	S	Board of Trustees	R.W. Hankins Convention Services	LA89937	8,000.00	Leases
+	U	0020	5631	6600	S	Chancellor's Office	Ford Motor Credit Company	LAA0793	5,707.83	Leases
	U	40	5802	6600	S	Public Information	The Dot Printer	POA5890	30,755.42	Advertising
+	U	60	5190	6600	S	Government Relations	Strategic Education Services	TPA7854	111,240.00	Consulting
+	U	70	5720	6600	S	General Counsel Office	Battiste L	PS98343	10,000.00	Legal
+	U	120	5190	6600	S	Vice Chancellor Admn/Finance	School Services of CA, Inc.	TPA0800	3,420.00	Consulting
+	U	130	5190	6600	S	Facilities Planning	Liskamm W	PSA5412	15,000.00	Consulting
+	U	1105	5632	6720	S	Administrative Services- Regular	Savin Corp.	LAA7170	12,738.53	Leases
+	U	1105	6432	6720	S	Administrative Services- Regular	Ford Motor Credit Company	LAA4049	3,188.47	Equipment
	U	3524	4303	6599	S	Other Services	Maltby Electric Supply Co.,Inc	POA4046	3,562.06	Supplies
	U	3524	6414	6599	S	Other Services	Building Services Technicians	POA4047	3,764.79	Equipment
+	U	3524	6432	6599	S	Other Services	Ford Motor Credit Company	LAA4049	3,188.47	Equipment
	U	3562	4301	6770	S	College Services	Spicers Paper Inc	PO48090	6,206.20	Supplies
	U	3562	4303	6770	S	College Services	Office Depot Inc	OD1025	4,091.21	Supplies
	U	3562	4303	6770	S	College Services	Scantron Corp	PO48092	21,073.71	Supplies
	U	3564	5350	6770	S	Mail Services	U. S. Postmaster	DPA7156	55,000.00	Postage
	U	3564	5350	6770	S	Mail Services	Purchase Power	DPA7157	45,000.00	Postage
	U	3566	5631	6770	S	Public Safety	Ford Motor Credit Company	DP98039	6,240.91	Leases
*	U	4010	4301	6200	S	Vice Chancellor Student Development	Prestige Graphics, Inc.	TPA3333	32,500.00	Supplies
*	U	4010	4301	6200	S	Vice Chancellor Student Development	Prestige Graphics, Inc.	TPA3338	19,922.70	Supplies
	U	4010	6000	6600	S	Vice Chancellor Student Development	KI	POA1142	23,400.29	Equipment
*	U	4026	4303	6200	S	A & R Dean's Office - Credit	Resolution, Inc.	TPA5516	3,339.00	Supplies
*	U	4900	3991	6720	S	Central Services	Employee Benefit Specialists	TP97264	25,000.00	Other Benefits
*	U	4900	5190	6720	S	Central Services	Law Offices of David P. Cincotta	TPA7852	9,600.00	Consulting
	U	4900	5410	6770	S	Central Services	Schools Excess Liability Fund	DPA2138	21,526.05	Insurance
+	U	4900	5610	6010	S	Central Services	San Francisco LGBT Community Center	LA93090	7,000.00	Leases
	U	7117	6414	1300	C	Fashion	Apparel City Sewing Machine Co.	POA1623	7,323.76	Equipment
*	U	7138	4405	500	C	Culinary Arts & Hospitality	Micros Systems Inc.	TPA5717	3,000.00	Supplies
*	U	7534	4301	600	C	Journalism	Folger Graphics	TP78582	12,000.00	Supplies
	U	7556	4303	4900	C	Tech Mediated Instruction	Graphic Communications Department	DPA3840	4,946.82	Supplies
	U	7736	5650	800	C	Physical Education	Fitlinxx	DPA2415	5,646.06	Maintenance
						Subtotal Unrestricted			564,620.66	
*	42133C	8070	6202	7100	R	Art Building & Horticulture Improve	Hoi's Contruction Inc.	CTA5332	7,880.00	Construction
*	42131C	8071	6202	7100	R	REN-Stadium Field Turf	Turf Builders Company	CTA2335	426,959.35	Construction
*	42100M	8051	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	13,000.00	Project Mgmt.
*	42100M	8052	6203	7100	C	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	4,000.00	Project Mgmt.
*	42100M	8062	6203	7100	E	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	4,000.00	Project Mgmt.
*	42100M	8062	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	6,000.00	Project Mgmt.
*	42100M	8071	6203	7100	R	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	15,000.00	Project Mgmt.
*	42100M	8110	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	4,120.00	Project Mgmt.
*	42100M	8110	6203	7100	A	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394B	19,586.87	Project Mgmt.

+ equals annual payments to be paid on a monthly basis.
* equals encumbrances to be paid by multiple payments during the fiscal year.

	42080C	8060	6202	7100	R	REN-Archery Range Grading-No-So Gym	Department of Public Works	DPA5004	3,004.00	Construction
	42080C	8064	6202	7100	R	REN-Archery Range Grading-No-So Gym	Department of Public Works	DPA5004	3,004.00	Construction
	42070C	8062	6202	7100	R	Ren-Olmstead Mural Restoration	Zakheim N	DPA5381	7,000.00	Construction
*	42045P	8062	6201	7100	H	Bond Proj A & E Services	Levy Design Partners	CT41010B	8,927.35	Planning
*	42045P	8062	6201	7100	E	Bond Proj A & E Services	Levy Design Partners	CT41010B	40,253.57	Planning
*	724002	9230	5902	6920	S	Trust - GED Agency Trust Fees	California Department of Education	DPA2934	4,500.00	Testing
*	435501	8085	6201	7100		Master Planning 2001	Skidmore, Owings & Merrill LLP	CTA2347	157,500.00	Planning
*	434501	8084	6201	7100		Master Planning 2001	Skidmore, Owings & Merrill LLP	CTA2347	157,500.00	Planning
*	434003	8083	6203	7100	S	Project Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	434001	8083	6201	7100		Master Planning 2001	Skidmore, Owings & Merrill LLP	CTA2347	157,500.00	Planning
*	433504	8082	6201	7100	S	New Academic Joint Use Facility	Kendall Young Associates	CTA5320	25,000.00	Planning
*	433503	8082	6203	7100	S	Project Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	433501	8082	6201	7100		Master Planning 2001	Skidmore, Owings & Merrill LLP	CTA2347	157,500.00	Planning
*	433003	130	6203	7100	S	Project Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	433002	130	6201	7100		Fac Condition Analysis & Assessment	3D International, Inc.	CTA5426	140,000.00	Planning
*	432681	8067	6203	7100		Districtwide Technology Network	NBH Solutions, LLC	CTA2183A	45,031.11	Project Mgmt.
*	432602	8067	6413	7100		Desktop Upgrade	Computerland of Silicon Valley	TPA5562A	40,000.00	Equipment
	432505	8067	6413	7100	T	Server Support	Dell Computer Corporation	POA5579	6,658.16	Equipment
	432505	8067	6413	7100	T	Server Support	Dell Computer Corporation	POA5593	3,368.93	Equipment
*	432505	8067	6413	7100		Server Support	Computerland of Silicon Valley	TPA5562	40,000.00	Equipment
	432505	8411	6413	7100	T	Server Support	Dell Computer Corporation	POA5581	8,416.72	Equipment
	432505	8610	6413	7100	T	Server Support	Dell Computer Corporation	POA5577	7,811.81	Equipment
	432505	8610	6413	7100	T	Server Support	Dell Computer Corporation	POA5579	3,329.09	Equipment
	432505	8710	6413	7100	T	Server Support	Dell Computer Corporation	POA5581	8,416.73	Equipment
	432505	8813	6413	7100	T	Server Support	Dell Computer Corporation	POA5577	7,811.81	Equipment
	432505	8813	6413	7100	T	Server Support	Dell Computer Corporation	POA5579	3,329.09	Equipment
*	432503	8067	6201	7100		E-Mail Upgrade	Convergent Computing	CT98782A	4,500.00	Planning
*	432003	8710	6203	7100	S	Project Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	431503	8312	6203	7100	S	Project Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	431501	8312	6201	7100		New Chinatown/North Beach Campus	Martin M. Ron Associates, Inc.	CTA0907	12,500.00	Planning
*	431003	8412	6203	7100	S	Program Management Software	ViaNovus	CTA2331	11,440.00	Project Mgmt.
*	430010	8710	6201	7100		Evans Campus RE Seismic Invest.	RGA Environmental, Inc.	CTA6009	5,310.00	Planning
	415992	130	5190	7100	S	Bond 2001 Issuance Prop-Contracts	Parsons Constructors Inc.	DPA6656	3,200.00	Consulting
	415992	130	6201	7100	S	Bond 2001 Issuance Prop-Contracts	Blomquist Consultancy, LLC	DPA5338	15,000.00	Planning
*	415992	2510	5190	7100	T	Bond 2001 Issuance Prop-Contracts	Bhanji J	PSA1297A	9,500.00	Consulting
*	412112	130	6201	7100	S	Frt Masn Clssrm Facilty Hlth & Safe	Hamilton & Aitken Architects	CT41007A	24,250.00	Planning
*	221010	7138	4211	6940	C	Hotel/Restaurant	Shanahan Market	TPA5716	3,000.00	Food
*	211202	7371	5530	2100	S	Ca Early Childhd Mentor 02-03	Pacific Bell/World Com	TPA2703	4,000.00	Telephone
*	140045	4010	4301	6200	S	Admissions & Records	Prestige Graphics, Inc	TPA3342	11,760.00	Supplies
*	140045	4010	4301	6200	S	Admissions & Records	Fong Brothers Printing, Inc.	TPA4936	6,326.64	Supplies
*	140045	4010	5350	6200	S	Admissions & Records	Fong Brothers Printing, Inc.	TPA4936	7,200.00	Postage
*	140045	4026	4301	6200	S	Admissions & Records	Prestige Graphics, Inc.	TPA3336	14,625.00	Supplies
*	140045	4026	4301	6200	S	Admissions & Records	Prestige Graphics, Inc.	TPA4915	9,330.00	Supplies
*	140045	4026	5530	6200	S	Admissions & Records	Pacific Bell Info Svcs	TP98900	24,000.00	Telephone
*	140045	4026	5530	6200	S	Admissions & Records	EPOS Corporation	TPA3312	9,500.00	Telephone
	127820	9210	4102	500	N	Pacific Cultural Foundation	CCSF Bookstore	DPA1343	6,038.03	Books
*	125508	130	5530	6200	S	Telephone & Web Services	Pacific Bell	TPA7856	75,000.00	Telephone
*	125017	7720	5191	1200	C	The CA Endowment Welcome Back YR2	Achury J	PS98085	4,000.00	Consulting
	125017	7720	7702	1200	C	The CA Endowment Welcome Back YR2	San Francisco State University	DPA2853	43,077.79	Subrecipient

+ equals annual payments to be paid on a monthly basis.
* equals encumbrances to be paid by multiple payments during the fiscal year.

26

	123885	2510	5656	6780	S	Telecommunications & Tech 01-02	The California State Universty	DPA5575	25,894.00	Software
	123884	2510	5656	6780	S	Tel & Tech Infra/HR Program 00-01	The California State Universty	DPA5575	30,356.00	Software
	123856	5110	6411	6010	C	Instr Equip & Materials 02-03	KI	POA7707	30,935.57	Equipment
	123855	7516	4302	1000	C	SB735-Inst Equip & Materials 01-02	Apple Computer Inc.	IPA1215A	5,881.80	Supplies
	123855	9320	5650	6120	C	SB735-Inst Equip & Materials 01-02	Epixtech	DPA5391	40,578.73	Maintenance
*	123855	9320	5650	6120	C	SB735-Inst Equip & Materials 01-02	Hewlett-Packard	TPA5388	4,600.00	Maintenance
	123855	9320	6306	6120	C	SB735-Inst Equip & Materials 01-02	W.T. Cox Subscriptions, Inc.	DPA5379	3,042.67	Books
	123855	9500	5633	6780	C	SB735-Inst Equip & Materials 01-02	Dell Financial Services	DP98790	23,550.11	Leases
	123855	9500	5633	6780	C	SB735-Inst Equip & Materials 01-02	Dell Financial Services	DPA5578	5,608.62	Leases
	123527	6210	6413	6499	S	FSS/MCHS Year 3- 01-02	Dell Computer Corporation	POA2697	6,475.03	Equipment
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Castalia A	PSA3725	11,300.00	Consulting
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Moore L	PSA3727	6,000.00	Consulting
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Strobel J	PSA3728	5,000.00	Consulting
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Smith A	PSA3733	6,200.00	Consulting
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Helman E	PSA3740	5,000.00	Consulting
*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Caylor X	PSA8001	5,000.00	Consulting
	123116	7901	5640	6470	N	Calworks Program 02-03	Aguirre Group	DPA2238	16,002.00	Maintenance
	121510	7508	6413	600	C	Vatea IIC 02-03	Cutting Edge Audio Group	PO88675	47,558.82	Equipment
	121510	7516	6414	1000	C	Vatea IIC 02-03	Audio Graphic Systems	POA1219A	5,305.59	Equipment
*	121195	5153	5190	6020	S	Biolink:NATE-Biotech	Weiler D	PS90948	32,000.00	Consulting
*	121195	5153	5190	6010	S	Biolink:NATE-Biotech	Franciscan Communications	TPA6402	7,998.00	Consulting
	121195	5153	5803	6010	S	Biolink:NATE-Biotech	BIO (Biotech Industry Orgn)	DPA6406	3,700.00	Advertising
*	121194	5153	5120	6020	S	NSF Biolink 01-02	University of California Regents	TPA6403	7,708.80	Consulting
*	121194	5153	5190	6020	S	NSF Biolink 01-02	Gledhill B	PS90947	26,400.00	Consulting
*	121194	5153	5530	6020	S	NSF Biolink 01-02	AT & T	TPA6409	3,000.00	Telephone
*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	Wright G	PSA4141	4,000.00	Consulting
*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	Scott J	PSA4142	4,000.00	Consulting
*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	McCarren C	PSA4143	4,000.00	Consulting
*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	Matlin R	PSA5207	4,000.00	Consulting
*	121021	7224	5190	400	C	NSF-Fix-a-Gene (Due-0202327) Yr-1	Kerr H	PSA6401	8,000.00	Consulting
						Subtotal Restricted			**2,286,261.79**	
						Total Unrestricted and Restricted			**2,850,882.45**	

+ equals annual payments to be paid on a monthly basis.
* equals encumbrances to be paid by multiple payments during the fiscal year.

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 021107-C3)

BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

ATTACHMENT A
RESOLUTION: 021107— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
September 2002			
1) Cash	The San Francisco Foundation 225 Bush St., Ste. 500 San Francisco, CA 94104	Joint Use Facility Planning Funds	$ 25,000.
2) Equipment	California Pacific Medical Center Pacific Campus 2833 Buchanan St. San Francisco, CA 94123	Marquette Electro-cardiograph Machine Model MAX 12	$ 2,000.
3) Equipment	California Pacific Medical Center Davies Campus 45 Castro St. San Francisco, CA 94114	HP 1000 Cardiac Ultrasound System	$ 68,000.
4) Cash	The Open Door Education Fnd. 1800 Diagonal Rd., Ste. 520 Alexandria, VA 22314	CCSF Student Christopher Tompkins	$ 800.
5) Cash	Anonymous	AGS Scholarship	$ 310.

ATTACHMENT A
RESOLUTION: 021107— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
September 2002			
6) Cash	Oakland Private Industry Council 1212 Broadway, Ste. 300 Oakland, CA 94612	CCSF Students Logan Cutter William Watson	$ 3,000.48
7) Cash	Peninsula Medical Center Aux. 1783 El Camino Real Burlingame, CA 94010	CCSF Student Felicia S. Lee	$ 1,000.
8) Cash	Peninsula Medical Center Aux. 1783 El Camino Real Burlingame, CA 94010	CCSF Student Jose T. Loyola	$ 1,500.
9) Cash	Auxiliary of Mills Hospital 100 S. San Mateo Dr. San Mateo, CA 94401	CCSF Student Felicia S. Lee	$ 1,000.
10) Cash	Bonnie Hunter 400 Dear Valley Rd., #2E San Rafael, CA 94903	CCSF Scholarship Trust Willie B. and Olie Mae Hector Scholarship	$ 400.
11) Cash	National Service Award U.S. Treasury Dept. Kansas City, MO	CCSF Student Elizabeth Baird	$ 1,783.

ATTACHMENT A
RESOLUTION: 021107— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
September 2002			
12) Cash	Peninsula Community Foundation 1700 South El Camino Real, Ste. 300 San Mateo, CA 94402	CCSF Student Sandra Reyes	$ 3,674.
13) Cash	Every Child Can Learn Foundation 220 Montgomery St., Ste. 1050 San Francisco, CA 94104	CCSF students Dontaye Ball Lily Tse Peter Fong Lai Leng Wong	$ 4,000.
14) Cash	San Mateo Union High District 650 North Delaware St. San Mateo, CA 94401	CCSF Student Anthony Cutajar	$ 1,000.
15) Cash	Peninsula Medical Center Auxiliary 1783 El Camino Real Burlingame, CA 94010	CCSF Student Elsa Davis	$ 1,000.
16) Cash	Auxiliary of Mills Hospital 100 S. San Mateo Dr. San Mateo, CA 94401	CCSF Student Elsa Davis	$ 500.
17) Cash	Terrance Hall 2805 Balboa St. San Francisco, CA 94121	CCSF Student Anna Leung	$ 500.

ATTACHMENT A
RESOLUTION: 021107— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
September 2002			
18) Cash	SOHA Engineers 550 Kearny St., Ste 200 San Francisco, CA 94108	CCSF Student Anna Leung	$ 500.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 021031-G1-G9)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021031-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
*	Ali, Susana M	Latino Services Network	Credit
	Barrett, Benjamin Alan	English As a Second Language	NonCredit
	Berthold, Timothy M	Health Science	Credit
*	Best, Graham	Computer Networking & InfoTech	Credit
	Bourdier, Fereshteh M	English As a Second Language	NonCredit
	Callahan, Tamera Ann	Financial Aid	Credit
+	Chavaria, Frederick R	Administration of Justice	Credit
	Chavez, Judith	Health Care Technology	Credit
+	Clark, Ophelia	Human Resources	NonCredit
	Collins, Jacquelynn	Health Care Technology	Credit
+	Collins, Susan J	Theater Arts	Credit
	Damato, Lawrence R.	Counseling Transfer Students	Credit
+	Dang, Lorrain L	Chemistry	Credit
*	Davis, John A	Interdisciplinary Studies	Credit
	Dawe, A. Timothy	Physics	Credit
	De Cordova, Andre M	Learning Assistance	Credit
+	Drucker, Ronald	Chemistry	Credit
+	Durighello, Joy A	English As a Second Language	Credit
*	Edgar, Eric M	Journeyman-Training	Credit
	Edison, Mary T	Health Care Technology	Credit
	Elliott, Barbara B	Licensed Vocational Nursing	Credit
+	Fong, Lawrence K	Chemistry	Credit
	Freeman-Mcguire, Micha	Licensed Vocational Nursing	Credit
	Fung, Allen K	Bus/Office Tech/Small Bus	Credit
	Gatlin, Rochelle H	Social Science	Credit
	Giannini, Janet N	English	Credit
+	Gilbert, Quince	Bus/Office Tech/Small Bus	Credit
+	Goodfriend-Koven, Nora	Health Science	Credit
	Granoff, Sheila M	English As a Second Language	NonCredit
+	Green, Dennis	Social Science	Credit
	Grygoropoulos, John	English As a Second Language	NonCredit
	Guthrie, Terry W	English As a Second Language	Credit
	Habersham, Ezekiel	Counseling New Students	Credit
+	Hansen, Frederick	Automotive/Trade Skills	Credit
+	Harris, Julie	Counseling International Study	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

Harris, Julie	Counseling Transfer Students	Credit
Herrmann, Paul Francis	Chemistry	Credit
Hu, Karin G	Behavioral Sciences	Credit
Hubbell, Judy	Music	Credit
Ingoglia, Frank	English As a Second Language	NonCredit
Irwin, Robert C	English As a Second Language	Credit
Jackson, Lilia L	Licensed Vocational Nursing	Credit
Jew, Carl	Counseling Transfer Students	Credit
Johnson, Linda M	Licensed Vocational Nursing	NonCredit
Johnson, Stephan F	Social Science	Credit
Karnilowicz, Henry	Trade Skills	NonCredit
Kaushik, Dorothy P.	Licensed Vocational Nursing	Credit
Kennedy, Sharon A	Health Care Technology	Credit
Killikelly, Timothy Jo	Social Science	Credit
Kinsbourne, Sabrina M	Health Care Technology	Credit
Lambden, William J	English As a Second Language	NonCredit
Landau, Gregory P	Behavioral Sciences	Credit
Liu, Scarlett C	Counseling New Students	Credit
Loo, Josephine S	Learning Assistance	Credit
Lustig, Anna C	English	Credit
McGlothlin, Joanne M	Learning Assistance	Credit
McGrath, Teresa L	Licensed Vocational Nursing	Credit
McInerny, William J	Chemistry	Credit
Mireles, Enrique	Undeclared Department	Credit
Mitchell, Kathleen	Learning Assistance	Credit
Mitchell, Sharyn E	Environmental Hort & Floristy	Credit
Mojica, Jay F	English As a Second Language	Credit
Mostasisa, Theresa M.	Licensed Vocational Nursing	Credit
Nance, Glenn R	Human Resources	NonCredit
Nylander, Eric H	Health Care Technology	NonCredit
O'Hare, Melanie B	English As a Second Language	Credit
Olmsted, Daniel Barnet	Broadcast Electronic Media Art	Credit
Osteraas, Leena K	Counseling New Students	Credit
Overton, Ann Vincent	English As a Second Language	NonCredit
Papini, Rita	English As a Second Language	NonCredit
Parkinson, Michael W	Health Care Technology	Credit
Pasquini, Phil L	Art	Credit
Peck, Daniel	English As a Second Language	NonCredit
Peterson, Sara T	Mathematics	Credit
Petrarca, Amy M	Health Care Technology	Credit
Podenski, Francine	Broadcast Electronic Media Art	Credit
Pogge, Crima B	Biological Sciences	Credit
Poulin, Stephen R	English	Credit
Quadra, Indiana G	Learning Assistance	Credit
Reinhertz, Tannis C	Cul Arts & Hospitality Studies	Credit
Rios, Gary A	Journeyman-Training	Credit
Romero, Manuel G	Trade Skills	NonCredit
Rooney, Maureen Y	English As a Second Language	NonCredit
Ruess, Julia	Interdisciplinary Studies	Credit
Sanelli, Andrea M	English	Credit
Shestople, Mary E	Licensed Vocational Nursing	Credit

	Skoler, Julie C	Learning Assistance	Credit
+	Solow, Michael Alan	Chemistry	Credit
+	Sparks, Jack D.	Learning Assistance	Credit
+	Staff, Coni D	Phys Education & Dance	Credit
	Stering, Edward L	Foreign Languages	Credit
+	Stewart, Barbara	Information Technology Srvcs	NonCredit
+	Torres, Chita	Licensed Vocational Nursing	Credit
*	Turner, Charles E	Health Care Technology	Credit
+	Ubungen, Josephine M	Learning Assistance	Credit
*	Umurhan, Orkan M	Astronomy	Credit
	Valdez, Helen R	English As a Second Language	NonCredit
*	Vanajakshi, Chandrasek	Astronomy	Credit
+	Vitorelo, Joan C	Counseling International Study	Credit
+	Wang, Alicia C	English As a Second Language	NonCredit
	Werlein-Jaen, Lamoin	Labor Studies	NonCredit
	Weston, Gary Steven	Physics	Credit
+	White, Austin	Social Science	Credit
+	Whitehead, John	Social Science	Credit
*	Wolff, Ronald P	Child Dev. & Family Studies	Credit
+	Yee, Sue L	Learning Assistance	Credit
+	Yiu, Winnie Lai Fai	Financial Aid	Credit
+	Yu, Raymond K	Counseling Transfer Students	Credit

G1 Fall 2002: 108

SUMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Pinto, Vincenzo	Physics	Credit
Rowley, Shaun E.	Health Science	Credit

G1 Summer 2002: 2

Total for G1: 110

RESOLUTION 021031-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Obenchain, Cynthia	Matriculation	Matriculation-Credit 02-03	Credit
+	Sparks, Jack D.	Matriculation	Matriculation-Credit 02-03	Credit
+	Spears, Deanne K	Matriculation	Matriculation-Credit 02-03	Credit
+	Spingola-Connolly, Jeanni	Counseling New Students	Matriculation-Credit 02-03	Credit
+	Wilson, Joan	Matriculation	Matriculation-Credit 02-03	Credit

G2 Fall 2002: 5

SUMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Bozin, Patricia R	Counseling New Students	Matriculation-Credit 02-03	Credit
+	Bramer, Jean	Counseling New Students	Matriculation-Credit 02-03	Credit
+	Sparks, Jack D.	Matriculation	Matriculation-Credit 02-03	Credit
+	Spears, Deanne K	Matriculation	Matriculation-Credit 02-03	Credit
+	Spingola-Connolly, Jeanni	Counseling New Students	Matriculation-Credit 02-03	Credit

G2 Summer 2002: 5

Total for G2: 10

Total Records: 120

021107 – G3
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 020926-G4, Academic Employees Temporary Appts Tenure Review, for the period August 19, 2002 through December 20, 2002, to be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Barretto, Joao	17	26		LIBR	9320
Bergin, Rosemary	9	26		RN	7725
Bergman, Julia	18	44		LIBR	9320
Bodet, Marie	9	18		ESL	7612
Brown III, Harold	18	9		PE & D	7768
Carfantan, Gerard	9	26		FORL	7520
Carrasco, Linda	43	9		ESL	7612
Chavaria, Frederick	17	26		LATIN	7330
Cornejo, Lynda	35	27		ESL	7612
Duggan, Bradley	36	27		PE & D	7768
Fracchia, Charles	27	36		LIBR	9320
Graber, Mary	9	18		PE & D	7768
Grady, Margaret	9	0		PE & D	7768
Hagiwara, Tanako	26	17		PE & D	7768
Hanford, Margaret			9	RN	7725
Hayes, Daniel	43	26		PE & D	7768
Iles, Tandy			27	HLTH	7720
Johnson, Dennis			18	SOSC	7342
Keech, Gregory	36	27		ESL	7612
Kuhns, Craig	27	18		BUS	7421
Lamattery, Mary	9	0		ENGL	7512
Legaspi, Erlinda	26	18		ENGL	7512

021107 – G3 (Cont.)
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 020926-G4, Academic Employees Temporary Appts Tenure Review, for the period August 19, 2002 through December 20, 2002, to be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Legion, Vicki	17	26		HLTH	7720
Lim, James	27	36		LIBR	9320
McAllister, Keith	45	36		MATH	7272
McAteer, Robert	45	36		PHOTO	7546
Moody, Cindy	35	18		MATH	7272
Murray, Edward			18	ESL	7612
Nava, Lisa			9	RN	7725
Palacio, Mitchell	27	18		PE & D	7768
Quadra, Indiana	18	27		CDPC	6420
Reinhertz, Tannis	18	36		CAHS	7138
Roberts, Laurie	18	9		ESL	7612
Rosen, Edward	9	17		ESL	7612
Roth, Robin	9	27		HLTH	7720
Safwat, Yvonne	9	18		ESL	7612
Scholnick, Nadia			9	ESL	7612
Scrafford, Barbara	26	35		ENGL	7512
Seeto, Big-Qu			9	ESL	7612
Shardlow, George	27	45		BEHV	7318
Smith, Karl			9	RN	7725
Tam, Mo-Shuet	27	36		ESL	7612
Thompson, Roderick	26	17		MATH	7272
Toebe, Carole	26	27		BIO	7224

021107 – G3 (Cont.)
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 020926-G4, Academic Employees Temporary Appts Tenure Review, for the period August 19, 2002 through December 20, 2002, to be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Tse, Annie	9	26		HLTH	7720
White, Kathleen	17	26		CDEV	7334
White, Thomas	9	18		ESL	7612
Wostner, Ulf	9	0		MATH	7272
Yee, David	36	44		PHYC	7260
Yiu, Winnie	18	17		FAO	4042
Yngojo, Marcus	36	45		COUN	6470
Zakus, Sharron	17	34		HLTH	7720
Zlotnick, Jan	9	18		RN	7725

021107 – G4
Name Change

RESOLVED: That the name of the following academic employee be changed for record purposes:

FROM	**TO**
Callahan, Tamera Ann	Messina, Tamera Ann

021107 – G5
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Harrison, Lisa M.	Behavioral Sciences/Ocean	17.P	77%	03/06/03 - 05/23/03
West, Ann A.	English/Ocean	17.P	95%	01/13/03 - 05/23/03
Wood, Peter	Comp Networking & Info Tech/Ocean	17.P	40%	01/13/03 - 05/23/03

021107 – G6
Amendment to Resolution

RESOLVED: That Resolution 020829 – G7, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
West, Ann A.	English/Phelan	Work 75% every Fall and Spring	Spring 2003 through Fall 2012
CHANGE TO:			
West, Ann A.	English/Phelan	Work 75% every Fall and Spring	**CANCEL PER EMPLOYEE**

021107 – G7
Amendment to Resolution

RESOLVED: That Resolution 011025 – G9, Amendment to Resolution (Amending Resolution 001214-G7, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
Wilde, John W.	DSP&S / Phelan	Work 67% for 1 Fiscal Year Work 87% every Fiscal Year for 9 years	Fall 2000 through Spring 2001 Fall 2001 through Spring 2010
CHANGE TO:			
Wilde, John W.	DSP&S / Phelan	Work 67% for 1 Fiscal Year Work 87% for ***1 Fiscal Year*** ***Work 77% every Fiscal Year for 8 years***	Fall 2000 through Spring 2001 Fall 2001 through Spring ***2002*** ***Fall 2002 through Spring 2010***

021107 – G8
Amendment to Resolution

RESOLVED: That Resolution 010830 - G11, Reduced Workload Pre-Retirement Reduction, be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6% Work 73.3% Work 50% every Fiscal Year for 3 years	Fall 2001 through Spring 2002 Fall 2002 through Spring 2003 Fall 2003 through Spring 2006
CHANGE TO:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6% Work 73.3% ***every Fiscal Year for 2 years*** Work 50% every Fiscal Year for 3 years	Fall 2001 through Spring 2002 Fall 2002 through Spring ***2004*** ***Fall 2004 through Spring 2007***

021107 – G9
Reduced Workload Pre-Retirement Reduction

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Renner, Mary Lou	Business/John Adams	Work 50% every Fall and Spring	Spring 2003 through Fall 2007
Tracy, June A.	ESL/Downtown	Work 80% every Fall and Spring	Spring 2003 through Fall 2012

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: November 7, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 021031-H1)

BACKGROUND INFORMATION:

Resolutions 021031-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021031-III

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Aninao, Juan C	English As a Second Language	Vatea IIC 02-03	Credit
+	Beasley, Willis M	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Berger, Valerie	English As a Second Language	Vatea IIC 02-03	Credit
	Bernstein, Harry	Menteroring Services & Learning	Partnership for Excellence	NonCredit
	Boyd, Gregory	Mentoring Services & Learning	Partnership for Excellence	Credit
	Brown, Mary L	Licensed Vocational Nursing	The CA Endowment Welcome Back YR2	NonCredit
+	Burke, Charles J	Mentoring & Services Learning	Partnership for Excellence	Credit
	Campos, Marcia	Teachers' Resource Center	FSS-Institutionalization ESL/Civic	NonCredit
	Chapuis, Dominique	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
	Chavez-Frinak, Sylvia E	Child Dev. & Family Studies	Kirkwood Family Foundation	NonCredit
+	Conde, Marie Tron	Health Care Technology	Vatea IIC 02-03	Credit
	Cox, Karen C	English	Vatea IIC 02-03	Credit
+	Curtis, Arthur B	Mentoring & Service Learning	Partnership for Excellence	Credit
	Delgado, John F	English	Vatea IIC 02-03	Credit
	Donovan, Sharon Mari	Mentoring & Service Learning	Partnership for Excellence	Credit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Vatea IIC 02-03	Credit
+	Drucker, Ronald	Chemistry	Vatea IIC 02-03	Credit
	Dye, Dora J. L	Mentoring & Service Learning	Partnership for Excellence	Credit
	Elliott, Barbara B	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Ergun, Marylou K	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
	Fisher, Robert E	Cal Works	Calworks Program 02-03	NonCredit
	Freedman, Beth Gail	Health Science	Vatea IIC 02-03	Credit
+	Garfinkle, Joan M	Cal Works	Calworks Program 02-03	NonCredit
	Goldstein, Augusta Alcy	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
	Gougoutas, Anne K	Transitional Studies	Vatea IIC 02-03	Credit
	Hammer, Jennifer C	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
	Harrison, Lisa M.	Behavioral Sciences	Vatea IIC 02-03	Credit
+	Homer, Suzanne I	Social Science	Partnership for Excellence	Credit
+	Hubbell, Judy	Mentoring Services Learning	Partnership for Excellence	Credit
+	Huynh, Kim-Dung L	Cal Works	Calworks Program 02-03	NonCredit
	Ikeda, Vivian S	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
+	Johnson, Gregory A	Career Link	WIA/Pic SF Assessment Center	NonCredit
+	Kao, Lancelot Long	Mentoring & Services Learning	Partnership for Excellence	Credit
	Kaplan, Gregory E	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: Categorically Funded.

Kapust, Waltraud H.	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Kastner, Barbara J	English As a Second Language	Vatea IIC 02-03	Credit
Kaushik, Dorothy P.	Mentoring & Serivce Learning	Partnership for Excellence	Credit
Killikelly, Timothy John	Social Science	Partnership for Excellence	Credit
Koffman, Laraine C	Mentoring & Service Learning	Partnership for Excellence	Credit
Landes, David L	Social Science	Vatea IIC 02-03	Credit
Laroche, Randall E	English As a Second Language	Vatea IIC 02-03	Credit
Lewis, David W	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Lewis, James Benn	Mentoring & Service Learning	Partnership for Excellence	Credit
Lian, Xue Guang	Foreign Languages	Vatea IIC 02-03	Credit
Lyau, Pamela W	Contract Education	ECO-CFE 02-03 CT#01-305-002	NonCredit
McClain, Laurene W	Social Science	Vatea IIC 02-03	Credit
McCrosky, Stephen	Student Health	Student Health Fees	Credit
McGlothlin, Joanne M	Vocational Education	WIA-Muni Career Ladder	NonCredit
Milhoan, Gloria G	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Mostasisa, Theresa M.	Mentoring & Service Learning	Partnership for Excellence	Credit
Nicholson, Joseph W	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Nielsen, Leif	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Odell, John Main	Broadcast Communications	Vatea IIC 02-03	Credit
Parcell, Celeste J	Vocational Education	WIA-Muni Career Ladder	NonCredit
Parcell, Celeste J	Career Link	Calworks Program 02-03	NonCredit
Parker, James	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Persiko, Craig A	Mentoring & Serivce Learning	Partnership for Excellence	Credit
Pogge, Crima B	Biological Sciences	Vatea IIC 02-03	Credit
Quinn, Denise	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Raskin, Steven M	Photography	Vatea IIC 02-03	Credit
Raskin, Steven M	Mentoring & Service Learning	Partnership for Excellence	Credit
Rincon, Dory P	Health Care Technology	Vatea IIC 02-03	Credit
Rodriguez, Dora E	Disabled Stud Prog & Services	Vatea IIC 02-03	Credit
Rowland, Regina	Mentoring & Service Learning	Partnership for Excellence	Credit
Sandeford-Lyons, Stacy T	Vocational Education	WIA-Muni Career Ladder	NonCredit
Siegel, Robert	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Skoler, Julie C	Vocational Education	WIA-Muni Career Ladder	NonCredit
Sohr, Deborah M	Student Health	Partnership for Excellence	Credit
Strid, Jerri L	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Sung, Shirley	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Talusan, Edgardo C	Licensed Vocational Nursing	The CA Endowment Welcome Back YR2	NonCredit
Taylor, Terri	Vocational Education	WIA-Muni Career Ladder	Credit
Taylor, Terri	Career Link	WIA/Pic SF Assessment Center	NonCredit
Thornton, Kyle Rich	Diagnostic Medical Imaging	Vatea IIC 02-03	Credit
Thornton, Kyle Rich	Mentoring & Service Learning	Partnership for Excellence	Credit
Trego, Roland P	English As a Second Language	Vatea IIC 02-03	Credit
Tse, Annie	Mentoring & Service Learning	Partnership for Excellence	Credit
Villazana-Price, Norma A	Child Dev. & Family Studies	Vatea IIC 02-03	Credit
Weil, Melinda L	Astronomy	Vatea IIC 02-03	Credit
Weinstock, Gloria M	Theater Arts	Vatea IIC 02-03	Credit
White, Thomas P	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit
Winston, Terri L	Mentoring & Serivce Learning	Partnership for Excellence	Credit
Winston, Terri L	Broadcast Electronic Media Art	Vatea IIC 02-03	Credit
Wolf-Prusan, Rebecca J	Career Link	Calworks Program 01-02	NonCredit
Wolf-Prusan, Rebecca J	Career Link	Calworks Program 02-03	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

Wolf-Prusan, Rebecca J	Career Link	WIA/Pic SF Assessment Center	NonCredit
Wong Mineta, Christine D	Health Science	FSS/MCHS Year 3- 01-02	Credit
Ye, Irene Z	Teachers' Resource Center	ABE 321-Workforce Investment 01-02	NonCredit

H1 Fall 2002: 88

SUMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Kling, Fred	Art	Ren-Olmstead Mural Restoration	Credit
	Rollins, Cyane B	Information Technology Srvcs	Telecommunications & Tech 01-02	Credit
+	Solow, Michael Alan	Chemistry	ECO-NCBC 02-03 CT#01-304	Credit

H1 Summer 2002: 3

Total for H1: 91

Total Records: 91

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **L1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Authorization to amend employment Contract (s)
(Resolution No. 021107 - L1)

BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

RECOMMENDATION:

RESOLVED: That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

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DR. PHILIP R. DAY, JR., CHANCELLOR

a) INSURANCE COMPANIES	Bi-Weekly AMOUNT
GALIC	350.00
GALIC	576.00
GALIC	576.00
GALIC	250.00
Great Western	400.00
Jackson Life	375.00
Met Life	1,170.00
Met Life	100.00
Met Life	461.50
National Health	458.00
Paul Revere	150.00
Security First	1,013.00
Security First	125.00
Security First	150.00
USAA Life	400.00
VALIC	150.00
VALIC	465.00
VALIC	461.00
VALIC	80.00
VALIC	100.00
VALIC	50.00

b) CUSTODIAL ACCOUNTS	BI-WEEKLY AMOUNT
Fidelity	250.00
Fidelity	275.00
Fidelity	25.00
Franklin	
Oppenheimer	235.00
Oppenheimer	917.00
Oppenheimer	537.00
Vanguard	100.00
Vanguard	683.00
Vanguard	25.00

c) TERMINATION/CANCELLATIONS	BI-WEEKLY AMOUNT
Fidelity	25.00
Janus	100.00
Janus	506.00
Janus	50.00
National Health	600.00
Paul Revere	250.00
Security First	100.00
Strong Fund	200.00
Valic	423.00
Valic	34.00
Valic	423.00
Valic	120.00
Valic	50.00
Valic	250.00
Valic	800.00
Vanguard	750.00
Vanguard	250.00
Vanguard	206.00

URTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: November 7, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Community Services Classes
City College of San Francisco
(Resolutions 021031-N1)

BACKGROUND INFORMATION:

Resolutions 021031-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021031-N1

TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Hahn, Juergen S	Community Services	NonCredit
Maineri, MaryAnn	Community Services	NonCredit
Mendoza, Melissa Ann	Institute for Int'l Students	NonCredit
Pond, Jay A	Community Services	NonCredit
Reynolds, Stanislaus G	Community Services	NonCredit
Sakai, Yayoi A	Community Services	NonCredit

N1 Fall 2002: 6

SUMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Lark-Wilson, Nyya F.	Community Services	NonCredit

N1 Summer 2002: 1

Total for N1: 7

Total Records: 7

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **S1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES
Recommend (1) Modifying Board of Trustees Resolution No. 010321.S2 to delete the classification Garden Assistant Supervisor (3418), and to include the classification of Park Section Supervisor (3422); and (2) authorizing the Administration to establish wage rates/premiums and benefit levels for the 3422 classification
(Resolution No. 021107-S1)

BACKGROUND INFORMATION:
On March 21, 2002, the Board of Trustees adopted wage rates for the San Francisco Building and Construction Trade Council Unions ("SFBCTCU") for fiscal years effective July 1, 2001 through June 30, 2003. Subsequent to that action, the Department of Human Resources for the City and County of San Francisco informed the District of its intent to eliminate the 3418 classification and of its action to establish the 3422 classification. In light of these actions, the Administration recommends (1) modifying Board of Trustees Resolution No. 010321-S2 to eliminate the 3418 classification as soon as practical, and to include the 3422 classification, and (2) authorizing the Administration to establish wage rates/premiums and benefit levels for the 3422 classification commensurate with the duties and responsibilities of the position.

	CLASSIFICATION AND CLASSIFICATION NUMBER	WAGE RATES	UNION DESIGNATION
A	Park Section Supervisor 3422	Step 1 - $22.71 Step 2 - $23.84 Step 3 - $25.00 Step 4 - $26.22 Step 5 - $27.54	Local 261

RECOMMENDATION:

RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration, and/or their designees(s), are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **S2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Appreciation to Assemblywoman Carole Migden for her many years of dedicated service to and outstanding leadership in the State Assembly (Resolution No.021107-S2)

BACKGROUND INFORMATION:

The Honorable Board of Trustees of the San Francisco Community College District Extends Special Recognition and Appreciation to California Assemblywoman Carole Migden.

Whereas: Assemblywoman Carole Migden was elected to the State Assembly in March 1996 prior to which she served for five years as a member of the San Francisco Board of Supervisors; and

Whereas: Assemblywoman Carole Migden was named by the California Journal as among California's power elite of women elected officials; and

Whereas: Assemblywoman Carole Migden made history by becoming not only the first woman but also the first freshman legislator to chair the Assembly Committee on Appropriation, which reviews all legislation that has a fiscal impact on state revenue; and

Whereas: Assemblywoman Carole Migden created a fund for college preparation programs for students from low performing schools; and

Whereas: Assemblywoman Carole Migden established a new grant program for college students entering the child care development field; and

Whereas: Assemblywoman Carole Migden was named "Legislator of the Year" by the California School Employees Association, and received the National Center for Lesbian Rights' "Lesbian Leadership Award;"

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

THEREFORE BE IT RESOLVED: That the Board of Trustees of the San Francisco Community College District, meeting on November 7, 2002, hereby expresses its appreciation to Assemblywoman Carole Migden for her many years of dedicated service to and outstanding leadership in the State Assembly and the City and County of San Francisco during which time she was always responsive to the essential needs of City College of San Francisco

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Rodel Rodis, Originator
Johnnie L. Carter, Jr., Originator
Lawrence Wong, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **S3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. , Chancellor

SUBJECT: SPECIAL
Approval of the Chancellor's Annual Performance Objectives for 2002-2003 (Resolution No. – S3)

BACKGROUND INFORMATION:

As prescribed in the contract of the Chancellor, the Board of Trustees must approve a statement of Annual Performance Objectives for the Chancellor which serves as a guide for his work in the upcoming year and as a basis for his subsequent evaluation. A draft of these objectives was prepared and distributed to the Board earlier this month and was discussed at the Board's planning retreat. Appropriate revisions were made, and a follow-up discussion and review of the draft was held with Trustee Berg, chairperson of the Personnel Committee. Subsequently, a final draft was prepared for approval by the Board of Trustees.

RECOMMENDATION:

RESOLVED: That The City College District Board of Trustees approve The Fiscal year 2002-2003 Annual Performance Objectives of the Chancellor.

Dr. Phillip R. Day, Jr., Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

10/7/02

Revised Draft

CHANCELLOR'S GOALS AND OBJECTIVES
2002-2003

The following goals and objectives encompass the planned initiatives of the Chancellor for the academic year 2002-2003, serving as targets of achievement for the Chancellor and a basis for the annual performance evaluation conducted by the CCSF Board of Trustees. Several of the objectives are well underway as a result of initiatives taken in the past year; they are noted as *continuing* or ongoing (indicated by a bracketed C). Other objectives are either *new* or involve substantial new levels of effort (indicated by a bracketed N). These objectives represent the initiatives above and beyond the Chancellor's responsibilities for the management of basic administrative operations of the college.

1. **To operationalize the Board-approved Annual Institutional Plan for 2002-2003 through the delegation of responsibility to the Vice Chancellors and the major cost center administrators with appropriate oversight and evaluation being provided (see attached).**

2. **To provide leadership in the finalization of the new strategic plan to be completed by January. (*Status: On-Going*)**
   - 2.1. Host a series of on-campus hearings throughout the district in order to review planning efforts to date and solicit feedback (N)
   - 2.2. Host a series of meetings/public hearings in the community in order to review planning efforts and solicit additional input (N)
   - 2.3. To incorporate input into final draft for review and approval by the Planning and Budgeting Council, Chancellor, and Board of Trustees (N)

3. **To provide leadership for the continued enhancements to the CCSF comprehensive planning system.**
   - 3.1. To initiate a review and assessment of the new Planning and Budgeting System for purposes of achieving increasing levels of effectiveness in its application
   - 3.2. To oversee the effective and initial implementation of the new strategic plan (pending Board approval) and its integration into the Annual Planning and Budgeting Process

4. **To oversee a collegewide initiative that will address the new accreditation standards related to student learning outcomes.**
   - 4.1. To develop and operationalize a Basic Skills Learning Assessment and Accountability system that focuses on the outcomes of our basic skills courses and programs

4.2. To develop an implementation plan to insure that all of our graduation requirements meet both current state rules and regulations, as well as accreditation standards.

5. **Continue to provide leadership to continue the development of college-wide information technology services.** (***Status: On-Going***)
   5.1. Oversee the effective implementation of the network roll-out phase of the project including (but not limited to) desk-top applications for faculty and staff; upgrading of instructional labs; expanded Web-based services and resources; faculty/staff training, etc. (N)
   5.2. Oversee development of the highest quality and most cost-effective implementation plan for intercampus connectivity to support voice, video, and data transmission (N)
   5.3. Develop operational plan for continuous updating and maintenance of the College's web page (N)
   5.4. Explore and implement (as feasible) for CCSF students expanded access to Web-based services and resources, including e-mail, chat rooms, discussion boards, Web-portal, laptop loans, and wireless access (N)
   5.5. Explore and evaluate the use of interactive television (IPTV) to deliver educational programming to students at various campuses (N)
   5.6. Expand capacity of student support services with computerized assessment centers, electronic educational planning, transcript services, and certified/degree/transfer audit programs (N)
   5.7. Expand applications for an improved administrative systems and working environment (N)
   5.8. Review College business practices to improve efficiency and productivity (N)

6. **To complete the institutional Enhanced Self-Study and oversee the final stages of the review, approval, process of appropriate shared governance entities and implement (as feasible) recommendations leading to improvements in services to students.**
   5.1 To oversee and provide leadership to the effective implementation of the new Title III program
   5.2 To provide leadership and oversight to complete mid-term accreditation report

7. **To provide leadership and oversight to the development of a systematic enrollment development and management planning effort.** (***Status: On-Going***)
   6.1 To continue to enhance the college's marketing and information outreach efforts in order to support enrollment development goals and objectives

8. **To provide effective leadership in the initial phases of start-up and implementation of the Prop A Capital Projects activity.** (***New***)
   8.1. Oversee the appropriate and effective utilization of the Citizen's Oversight Committee (N)
   8.2. To provide leadership to the College's Master Planning process (N)

8.3. Provide necessary leadership to insure the appropriate oversight and cost-effective management of all projects (N)

8.4. To provide leadership on the negotiations related to the PLA and to the appropriate revisions of our SLBE Policy and Program per AB1084.

9. To continue to provide leadership in maintaining the highest levels of commitment to diversity and equity as it relates to our college's faculty, staff, students, and the community served by CCSF.

9.1. To provide leadership in the continuous improvement of our faculty and staff hiring procedures in order to achieve appropriate levels of diversity among our staff (C)

9.2. Continue to provide leadership at CCSF and at the national level for the continued development of the National Articulation and Transfer Network (and transfer agreements) between urban school districts, urban community colleges, HBCUs, HSIs, and Tribal Colleges and Universities (TCUs) (N) (*Source: Board of Trustees*)

9.3. Provide leadership to staff in the development and implementation of an integrated program to improve the retention and success rates of Hispanic, Asian, Filipino and African American students (N) (*Source: Board of Trustees*)

10. To continue to provide effective support for the CCSF Board of Trustees to insure that they are able to effectively carry out their vital role as policy makers for the San Francisco Community College District. (NOTE: It is acknowledged that some of the Board's duties as policy makers includes *but is not limited to* adopting programs and policies which support the institutional mission, goals, and strategic plan; monitoring the progress towards achieving institutional goals and annual planning objectives; supporting the college while holding it accountable; delegating to the Chancellor the responsibility and authority to effectively manage the the operations of the college [in consultation with shared governance entities] in order to achieve desired outcomes).

10.1. Develop a master planning calendar that provides the Board with the opportunity for timely review of planning, budgeting and assessment documents e.g., Mid-Year and End of Year Assessment, Year Ahead Report, Management Plan, Strategic Plan, Annual Plan, Preliminary Budget, Final Budget, Chancellor's Evaluation and Objectives; periodic progress reports, Educational Master Plan, and other relevant plans and reports

10.2. Develop a master schedule for annual Board retreats (at least 2 per year) and implement

10.3. Assist in development of a Board Evaluation process, working in concert with the Board

10.4. Plan, develop, and implement a new scheduling approach for Board Committee meetings

11. **Continue to provide leadership for completing the objectives instituted by the Chancellor's Office in prior years.**
    - 11.1. Continue to follow up on plans and prospects for the Balboa Reservoir area (C)
    - 11.2. Support the continuing development of the Mission Campus site (C)
    - 11.3. Support the continuing development of the Chinatown/North Beach Campus site (C)
    - 11.4. Continue the development of other CCSF facility projects, including the Gymnasium, Performing Arts Center, Joint-Use Facility and other renovation projects supported by bond issue funding (both Phase I and II) (C)

12. **To develop and expand the Office of Development under the leadership of the Dean; aggressively initiate activity and projects that assist the College's development and fund-raising efforts; and increase the college's fund-raising by at least 10% (grants, financial aid/scholarship support; private giving, and Foundation).**
    - 11.1 Complete the restructuring of the Foundation's Board of Directors
    - 11.2 Develop a resource development plan which provides ongoing direction to the Development Office, the new Foundation, and the Grants and Research Office.

13. **To maintain and enhance effective and responsive communications with all internal constituencies.**
    - 13.1. Enhance effective communications and decision making within the Shared Governance System (C)
    - 13.2. Enhance effective communications and decision making within the college's administrative organization structure (C)
    - 13.3. To provide leadership in the continued assessment and review of City College's shared governance system and ways that it can be improved, particularly in relationship to student and classified staff involvement

14. **To maintain effective relations with external constituencies and develop opportunities for partnerships and collaboration.**
    - 14.1. Continue to maintain and enhance effective relationships with the public school's administration and continue to conduct annual joint meetings of the SFUSD/CCSF Boards of Trustees (Educational Roundtable) (C)
    - 14.2. Continue to work closely with all levels of City Government and Administration (C)
    - 14.3. To oversee and provide leadership to the continued expansion of our workforce development initiatives and plans particularly in area of transportation; construction/building trades; Bio-tech; and Mission Bay and Third Street Corridor, Workforce Investment Act/WIB.
    - 14.4. Continue to enhance the working relationships with area colleges and universities (UCSF, USF, SFSU, and other post-secondary entities) (C)

15. To aggressively participate in the state and federal legislative action agendas and work for an appropriate level of support for CCSF.

15.1. Continue to participate in state-level activities, including those sponsored by the Chancellor for Community Colleges, the statewide Council of Presidents/Chancellors, and the California League (C)

15.2. Continue to participate in national-level activities, including service on the board of the American Council on Education (ACE), the National Council for Assessment of Vocational Education, Community Colleges for International Development, and the Federation of Community College Systems Serving Urban Cities (RC-2000) and the National Articulation and Transfer Network (NATN) (N)

16. To maintain professional growth and development opportunities through participation in conference presentations and publication of articles and other writings. (C)

PRDJ:jcd
2002pdaychancellorsobj10/07/02

January 24, 2002

ANNUAL INSTITUTIONAL PLAN
CITY COLLEGE OF SAN FRANCISCO
2002/3

The Annual Plan is based primarily upon the College's Strategic Plan plus other recent College plans, program reviews, studies and, most recently, college-sponsored listening sessions. The Annual Plan serves as an operational version of the College's plans for a one-year period; it consists of a set of institutional objectives that are to be achieved by the College through the efforts of its various college units and their regular budgets. Thus, the unit plans are linked to the annual plan, just as the annual plan is linked to the College's overall Strategic Plan. Implementation will follow established college processes and procedures.

The annual institutional objectives are developed in two categories: Basic Operational Objectives (maintenance of effort objectives) and Developmental Objectives (growth objectives as well as new initiatives). The developmental objectives are mostly drawn from the strategic priorities that are to be addressed in 2002/3 as stated in the College plans cited in the parentheses.

Progress in achieving these objectives will be evaluated during the mid-year and end-of-year reviews. The College recognizes that periodic changes in objectives also will be necessary to adapt to new unanticipated situations. All major cost centers at the college will discuss their progress and achievements and their assessment will be incorporated into the mid-year and final end-of-year reports.

Operational Objectives

These objectives represent the basic maintenance-of-effort activities of the institution and account for a sizable level of the institutional resources and efforts.

1. To provide high quality educational programs and courses for associate degrees, transfer to baccalaureate institutions, career education and workforce training, English as a Second Language, adult high school diploma, non-credit, cultural enrichment, and lifelong learning.
2. To provide high quality student development and educational services in areas of financial aid, student information, admissions and records, matriculation, advisement, counseling, career and job placement, childcare, academic support, and library and learning resources.
3. To provide high quality extra-classroom opportunities in areas of cultural, recreational and educational activities.
4. To provide high quality services in the areas of fiscal and administrative services, facilities management, data processing, enrollment management, public information, comprehensive planning, research, institutional effectiveness and assessment, fund raising and grants, personnel management, academic management, faculty/staff development, and executive leadership.
5. To continue to maintain a high level commitment to college participatory governance for faculty, classified staff, students and administrators.

Developmental Objectives

These objectives represent the improvement and expansion activities of the institution and account for varying levels of institutional resources and effort. The developmental objectives are organized under the six institutional goals established in the college Strategic Plan. They are as follows:

I. Enhance Access to City College of San Francisco
II. Promote Student Success in Achievement of Educational Goals
III. Improve Satisfaction with College Services
IV. Promote a Supportive and Positive Workplace
V. Manage Resources Effectively
VI. Pursue Highest Standards of Educational Excellence

DEVELOPMENTAL OBJECTIVES
ANNUAL PLAN
2002/03
Enhance Access to City College of San Francisco

1. Establish a systematic enrollment development and management planning effort
   - 1.1 Continue to develop an enrollment development plan including marketing, recruitment and outreach. (*Source: Listening Sessions; Status: On-Going*)
   - 1.2 Continue to develop an enrollment management plan based upon the review of registration priorities, Title V regulation parameters, class scheduling, class cancellation and the needs of both new and continuing students. (*Source: Listening Sessions; Status: On-Going*)
   - 1.3 Identify and strive to achieve specific enrollment targets for the 2002/03 fiscal year (see attached enrollment projections)
2. Expand and improve recruitment efforts and linkages with schools, colleges, universities, and community-based organizations. (*Source: Listening Sessions; Status: On-Going)*
   - 2.1. Develop and implement as appropriate a plan to increase visibility and the image of college programs and services within City and County of San Francisco (*Source: Listening Sessions; Status: On-Going*).
   - 2.2. Expand our current outreach efforts to the schools and community-based organizations for purposes of expanding enrollment and access. (*Source: Listening Sessions; Status: On-Going*)
   - 2.3. Expand number of articulation agreements with SFUSD (*Source: SPS-2.F.1; Status: On-Going*)
   - 2.4. Continue to develop School to Career pathway agreements with SFUSD and employers (*Source: SPS-2.F.1; Status: On-Going*)
   - 2.5. Expand number of educational and student support programs with high schools (*Source: SPS-2.F.1; Status: On-Going*)
   - 2.6. Continue to hold joint Board and staff meetings at least once a year with SFUSD (*Source: Board of Trustees/Chancellor; Status: On-Going*)
   - 2.7. Continue to explore specific partnerships with various community-based organizations and public agencies for purposes of promoting access to education and training opportunities (e.g. Department of Human Services; Jewish Vocational Services; Swords to Plowshares; On-Lok, etc.)

Promote Student Success in Achievement of Educational Goals

3. Continue to implement and evaluate-student success initiatives within the college (*Source: Board of Trustees/Chancellor; Status: On-Going*)

4. Improve delivery of educational services
    - 4.1. Investigate feasibility of flexible scheduling and programming such as a weekend college, modularized programs, etc. (*Source: SPS-2.F.1/Listening Sessions; Status: Partially Completed*)
    - 4.2. Establish additional linkages between non-credit ESL and Transitional Studies programs and vocational/technical and transfer programs (*Source: ESL/TS Plan; Status: Partially Completed*)
    - 4.3. Continue to promote multi-cultural diversity through college programs and services (*Source: Board of Trustees; Status Partially Completed*)
    - 4.4. Continue to expand transfer support programs for students seeking to transfer to baccalaureate institutions (*Source: Transfer Plan; Status: On-Going*)
        - 4.4.1. Expand collaborative educational programming with CSU and UC campuses
    - 4.5. Hire replacement faculty for college educational programs and service areas
        - 4.5.1. Recruit qualified diverse applicants to college hiring pools (*Source: SPS-5.C.2; Status: On-Going*)
        - 4.5.2. Pursue diversity hiring (*Source: SPS-5.C.3; Status On-Going*)
        - 4.5.3. Expand faculty internship programs (*Source: Board of Trustees; Status: On-Going*)
        - 4.5.4. Establish administration internship program where feasible (*Source: PBC; Status: On-Going*)
5. Plan and implement a new Title III grant application to address and support student needs that are identified through the Enhanced Self-Study for each of the five study areas: Pre-Registration and Matriculation; Pre-College Learning; College-Level Learning; Student Outcomes; and Enrollment Management Tools.
6. Continue to develop the college initiative in workforce education and economic development
    - 6.1. Increase institutional responsiveness to economic development trends and workforce demands (*Source: CityWorks/Listening Sessions; Status: On-Going*)
        - 6.1.1. Expand construction trades center at Evans Campus (*Status: New*)
        - 6.1.2. Establish transportation academy for training and education in transportation cluster occupations (*Status: New*)
        - 6.1.3. Plan collaborative programs with SFSU in critically needed areas of Teacher Preparation; Early Childhood Education training; and Health Sciences/Health Education (*Status: On-Going*)
        - 6.1.4. Explore training opportunities for airline security personnel
    - 6.2. Review vocational/technical programs to align with requirements of Workforce Investment Act (*Source: Listening Sessions; Status: Partially Completed*)

6.3. Expand or create educational delivery systems to address the changing needs for workforce training and education (*Source: CityWorks/Listening Sessions; Status: On-Going*)

6.4. Provide leadership in regional economic development and workforce training efforts (*Source: CityWorks/Listening Sessions; Status: On-Going*)

Improve Satisfaction with College Services

7. Plan/develop a comprehensive improved delivery system of student support services

7.1. Continue to improve delivery of matriculation services (admissions, assessment, counseling, advising, transfer and placement) (*Source: SPS-1.A.1.2. Status: On-Going*)

7.2. Continue to develop and revise matriculation services to non-credit programs (*Source: SPS-2.D.2; Status: On-Going*)

7.3. Expand childcare programs (*Source: SPS-1.A.3; Status: On-Going*)

7.4. Continue to improve and expand financial aid services emphasizing expanded outreach and information dissemination (*Source: SPS-1.A.1; Status: On-Going*)

7.5. Develop Internet-based Student Services Delivery system and where feasible implement (*Source: SPS. QS-B.3; Status: On-Going*)

7.5.1.1. Outreach to potential new CCSF students

7.5.1.2. Admission of new CCSF students

7.5.1.3. Assessment of new CCSF students

7.5.1.4. Registration of new CCSF students

7.5.1.5. Financial aid information and applications

7.5.1.6. Advising for CCSF students

7.5.1.7. Tutoring and supplemental instruction for students

8. Continue the development of college-wide information technology services (*Status: On-Going*)

8.1. Complete the college-wide technology infrastructure implementation, including desktop applications, network management, and user access and support improvements

8.2. Expand educational technology services in the areas of faculty support and development, on-line course development, classroom and laboratory improvements, and distributed education

8.3. Expand utilization of Banner functionality and web access for students, faculty, and administrators

8.4. Prepare and begin implementation of a new Technology Plan for the college

8.5. Continue to address the special access needs of students with disabilities (*Source: SPS-1: Status: On-Going*)

8.6. Explore innovative approaches to expand student access to the Internet through network-based and wireless computers to the maximum extent feasible (*Source: Board of Trustees*)

8.7. Explore the feasibility of creating a computer loan program for students (*Source: Board of Trustees*).

Promote a Supportive and Positive Workplace

9. Continue to promote multi-cultural diversity through college programs and services (*Source: Board of Trustees; Status: Partially Completed*)

10. Initiate construction of new facilities and remodeling of current facilities using Proposition A funds.
    - 10.1. Complete a district-wide facilities master planning project (*Source: SPS-4 Facilities: Status: New*)
    - 10.2. Continue to implement bond-financed architecture projects for health and safety and remodeling work for district-owned campuses and begin construction (*Source: Five Year Facilities Plan; Status: Partially Completed*)
    - 10.3. Continue to implement initiatives related to improving facilities directly related to the college's student success objectives (*Source: Bond Funded Facilities List*)
    - 10.4. Develop and implement signage and landscaping plan for the campuses (*Source: Listening Sessions*)

11. Continue to develop a supportive working environment for all CCSF employees
    - 11.1. Continue to conduct multi-cultural diversity programs (*Source: SPS-5.C; Status: On-Going*)
    - 11.2. Review and upgrade health/safety programs at the College including office computer ergonomic issues and disaster preparedness procedures (*Source: SPS-5.A; Status: On-Going*)
        - 11.2.1. Use staff development activities and the college Health and Safety Committee to promote understanding of the issues and appropriate procedures among faculty, staff, administrators and students. (*Source: SPS-5.A; Status: On-Going*)
    - 11.3. Establish team-building workshops for faculty, staff and administrators through staff development. (*Source: SPS-1.C; Status: New*)
    - 11.4. Conduct college wide climate surveys on the working environment for all college employees. (*Source: SPS-5.B; Status: New*)
    - **11.5. Continue to evaluate and review existing Board policies and administrative procedures to ensure that they reflect current realities and expectations of the Board and our internal constituencies *(Source: Board. Status: New)***

12. Continue to pursue state funding for college projects
    - 12.1. Continue the development of the Chinatown/North Beach campus site (*Source: Five Year Facilities Plan; Status: On-Going)*
    - 12.2. Continue the development of the Mission campus site (*Source: Five Year Facilities Plan; Status: On-Going*)
    - 12.3. Continue the development of other CCSF facility projects including the Community Health and Wellness Center, a community cultural

theatre and performing and media arts center, and other renovation projects. (*Source: Five Year Facilities Plan; Status: On-Going*)

13. Continue to develop a plan to build a joint use facility with San Francisco State University on the Phelan Campus that will help eliminate college bungalows and provide access to Two Plus Two (AA/Baccalaureate) programs in the areas of Teacher Preparation; Early Childhood Education; and Health Education/Health Science. (See 6.1.3 and 7.3 in this plan). (*Status: New*)

14. Develop a college-wide visual arts exhibition program to show student, faculty, staff and traveling art exhibits. (*Status: New*)

Manage Resources Effectively

15. Continue to improve the college planning and budgeting system
    - 15.1. Include Five Year Capital Outlay Plan in Budget/Planning system (*Source: SPS-7A; Status: On-Going*)
    - 15.2 Continue to increase the college's productivity levels while maintaining customer satisfaction levels **using typical methods to measure progress including but not limited to Decision Support System data such as class size, faculty load, and enrollments by class, department, school and division; student satisfaction survey data; and core college performance indicators (see Management Plan 2001/2).** *(Status: On-Going)*
    - 15.3 Fully implement the evaluation/assessment component of the planning and budgeting system including mid and end-of-year assessment and continuous monitoring of key performance indicators.(*Source: SPS-7: Status: On-Going)*

16. Complete the process for developing a new Strategic Plan for the college (*Source: Board of Trustees; Status: New*)
    - 16.1 Engage the shared governance system of the college in the review and approval of the Strategic Plan (*Source: Board. Status: On-Going)*

17. Expand alternative revenue sources and advancement opportunities for the college (*Source: SPS; Status: On-Going*)
    - 17.1. Increase revenues from Office of Contract and Continuing Education (*Source: SPS-6.B; Status: On-Going*)
    - 17.2. Expand international student enrollments where appropriate (*Source: SPS-6.B; Status: On-Going*)
    - 17.3. Explore federal funding opportunities for CCSF capital projects and programs (*Source: Board of Trustees*).

18. Increase the level of resources secured through fund-raising, philanthropic activities and grants (*Source: SPS-6; Status: On-Going*)
    - **18.1 Develop a comprehensive institutional advancement plan that includes the Office of Development (alumni-giving initiative; foundation development; endowment funds for new campuses) and the Office of Grants (federal, state and local grant funding sources). (*Source: SPS-6; Status: On-Going*)**

19 Assess the effective use of new college technology systems to improve administrative services and operations in major college areas including human

resources, personnel and payroll, budget preparation, finance and accounting, and registration and records. ***(Source: Board; Status: New)***

Pursue Highest Standards of Educational Excellence

19. Implement appropriate recommendations from Enhanced Self Study process. (*Source: Board of Trustees/Chancellor; Status: On-Going*)
20. Complete mid-term accreditation status report (*Status: On-Going*)
    - 20.1. Establish processes for addressing the new WASC accreditation standards to be implemented in 2004. (*Source: Accreditation; Status: New*)
21. Expand college institutional effectiveness reporting
    - 21.1. Refine and expand the college core performance indicators. (*Status: On-Going*)
      - 21.1.1. Establish a baseline data system of student performance in non-credit programs. (*Status: New*)
    - 21.2. Develop an electronic data system within Banner to support student tracking, advising, early alerts and goal completion (*Status: On-Going*)
    - 21.3. Continue to produce college-wide surveys of students based upon their varied experience with the college from point of entry to exit (*Source: SPS-1; Status: On-Going*)
    - 21.4. Expand college-wide surveys of all administrative services and operations. (*Source: SPS-1; Status: On-Going*)
    - 21.5. Conduct a college-wide climate survey to assess both the educational and working climate within the college (*Source: SPS-1; Status: New; see also AP--11.4*).

Legend

Title III:	Title III Strengthening Institutions
ESL/TS:	ESL/Transitional Studies Plan
EdTech	Educational Technology Plan
CityWorks	CityWorks Workforce Planning Model
Strategic Plan Strategies (SP-S):	
SPS-1.	Quality Service
SPS-2	Continuous Program Improvement
SPS-3	Technology
SPS-4	Facilities
SPS-5	Supportive Working Environment
SPS-6	Resource Development
SPS-7	Integrated Planning and Budgeting System

(Example: SPS-1.A.1 stands for: Strategic Plan/Quality Service Strategy/Objective A/Action Plan 1)

2002-2003
PROJECTED ENROLLMENT GROWTH
FTES

	2001-2002 Base	2002-2003 Targeted Growth		
	FTES	FTES	Growth	Increase
Credit	22,096	22,786	656	2.97
Non-Credit	13,016	13,403	387	2.97
Total	*35,112*	36,189	1,043	2.97

* Targeted Growth is 2.97% (maximum growth cap for 2002-2003)

*** The State Chancellor's Office last year did not have sufficient funds to pay for each District's maximum growth and likely will not in 2002-2003.

Vice Chancellor of Student Development
Source: California Community Colleges Approtionment Attendance Reports (320)

August 5, 2002

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 7, 2002 **S4**

TO: Board of Trustees

FROM: Dr. Phil Day, Jr., Chancellor

Subject: **SPECIAL**
Technical Amendments to AB 540 Public postsecondary education: exemption from nonresident tuition and establishing Federal eligibility for financial aid and state residency (Resolution No. 021107-S4)

BACKGROUND INFORMATION:

AB 540 was signed into law by the Governor on October 12, 2001 and will took effect on January 1, 2002. This legislation expanded access to California's public universities and colleges by exempting certain nonresident students who have attended high school in California and received a high school diploma or its equivalent from payment of nonresident tuition.

However, students receiving a high school diploma from an adult school or community colleges were not included in the original legislation. It is the intent of the California Community Colleges to pursue technical amendments in the System Legislative Package to allow adults students receiving their high school diploma to receive the same exemption from paying out of state tuition in the 2003-2004 legislative session.

Additionally, because of federal regulations, undocumented students cannot establish state residency for the purposes of paying the in-state rate of tuition nor for receiving federal financial aid. S1291, better known as the "Development, Relief, and Education For Alien Minors Act" sponsored by Senators Hatch and Durbin, has received bipartisan support in the Senate. This bill would permit States to determine State residency for higher education purposes and to authorize the cancellation of removal and adjust the status of certain alien college-bound students who are long-term United States residents. Our own Senator Barbara Boxer has signed on as a co-sponsor.

Furthermore, H.R. 1918, the "Student Adjustment Act" authored by Representatives Cannon, Berman, and Royball-Allard is moving through the House. This bill would also permit States to determine state residency for higher education purposes and to amend the Immigration and Nationality Act to cancel the removal and adjust the status of certain alien college-bound students who are

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long-term U.S. residents. Representative Tom Lantos has signed on as a co-sponsor.

The California Community Colleges are in support of both bills. Furthermore, should these bills fail to pass, it is the intent of the California Community Colleges to continue to pursue this issue in new legislation as part of the System Legislative Package in the 108th Congress.

RECOMMENDATION:

RESOLVED: That the Board of Trustees support technical amendments as one of City College of San Francisco's Legislative Priorities for the 2003-2004 legislative session that would allow adults students receiving their high school diploma to receive the same exemption from paying out of state tuition, and

RESOLVED: That the Board of Trustees support S.1291 and H.R. 1918 which would permit States to determine state residency for higher education purposes and to amend the Immigration and Nationality Act to cancel the removal and adjust the status of certain alien college-bound students who are long-term U.S. residents, and

RESOLVED: That the Board of Trustees support technical amendments as one of City College of San Francisco's Legislative Priorities for 108th Congress that would permit States to determine state residency for higher education purposes and to amend the Immigration and Nationality Act to cancel the removal and adjust the status of certain alien college-bound students who are long-term U.S. residents, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to forward expressions of support for the legislation and bills to the appropriate parties at the State level.

Johnnie L. Carter, Jr., Originator
Julio J. Ramos, Originator
Lawrence Wong, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239 3000

Date: November 7, 2002 **S5**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Approval of New Administrative Evaluation and Contract Renewal Procedures
Resolution No: 021107-S5)

BACKGROUND INFORMATION:

Continuing administrators are currently evaluated once every three years and upon successful completion of their evaluation are given an additional three-year contract. Depending on their length of service in the District, newer administrators are currently evaluated after either one or two years and are given either one or two year contracts upon successful completion of their evaluation.

In an effort to bring the evaluation process for administrators in line with that of the Chancellor and Department Chairs, the Chancellor met with the Administrators' Association and other representatives of the shared governance bodies over the past several months and reached a consensus agreement on an annual evaluation and contract renewal process for administrators. This procedure will be reviewed and evaluated after a two-year trial period. The recommended new administrative evaluation and contract renewal procedures are attached.

Some of the differences between the new and old procedures include the following:

1. Administrators will be evaluated every year instead of once every three years.
2. Objectives will be established for each administrator each year and the evaluation process will include a broad-based assessment of the extent to which each administrator met those objects including the administrator's self-evaluation, the supervisor's assessment, and specific input from administrators, faculty, classified staff, and students who work closely with the administrator on a regular basis. The evaluation will include recognition of accomplishments and an assessment of steps taken to improve performance.

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3. Each administrator and his/her supervisor will develop a list of individuals to be surveyed including those who work directly with the administrator; other faculty, staff and administrators familiar with the administrator's work; and students who work with an administrator on a regular basis. In addition, all faculty will be given an opportunity to provide additional feedback on the administrator's performance to the administrator's supervisor through a survey administered by the Academic Senate.
4. A new Administrative Evaluation Oversight committee consisting of administrators and representatives of all shared governance bodies will be responsible for ensuring that the evaluation process is followed and is conducted appropriately, and that there is reasonable input from the constituencies described in the procedures.
5. Upon successful completion of the evaluation process, administrators with three-year contracts shall have their contracts extended another year; new administrators will receive a two-year contract and shall be evaluated during the first year of service.
6. For Administrators who receive a "less than satisfactory" or "needs improvement" evaluation, the process described in the new Administrative Evaluation Procedure would apply (see section IG and section IIA).

These new procedures for the evaluation and contract renewal process will strengthen the ability of the institution to assess individual administrators annually with the following objectives:

1. To give accurate feedback to an administrator regarding his/her job performance;
2. To document an administrator's accomplishments during the period under review;
3. To identify ways that an administrator can improve his/her job performance and thereby better serve all segments of the District community;

Based upon discussions with the Personnel Committee of the Board, it is recommended that the new procedures be implemented as of Fall 2003. Consequently, all current administrative contracts shall be extended through June 30, 2004. During the current academic year, each administrator will develop goals and objectives with his/her immediate supervisor to be used for the annual evaluation procedure beginning in Fall 2003. Thereafter, administrators shall be evaluated annually.

RECOMMENDATION:

RESOLVED: That the attached Administrative Evaluation and Contract Renewal Procedures be approved and reviewed after a two-year trial period and

RESOLVED: That all current administrative contracts be extended through June 2004 to allow for the development of goals and objectives during FY 02-03 and evaluations to take place during fall and spring of FY 03-04, and

RESOLVED: That the Chancellor reserves the right to evaluate an administrator for cause prior to FY 03-04 and take action as appropriate, and

FURTHER BE IT RESOLVED: That at the end of the two-year trial period after consultation conducted by the Chancellor with appropriate parties, including the Administrator's Association and the Academic Senate, these procedures may be continued, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute all documents necessary to effectuate this resolution on behalf of the San Francisco Community College District.

Dr. Philip R. Day, Jr, Originator

ADMINISTRATIVE EVALUATION AND APPOINTMENT RENEWAL PROCEDURES

I. EVALUATION PROCESS

A. City College of San Francisco administrators (including exempt administrators) will be evaluated annually to provide a comprehensive assessment of the administrator's performance. The immediate supervisor of the administrator will be responsible for managing the evaluation process and establishing in which semester the administrator will be evaluated.

B. The purposes of administrative evaluation are:

1. To give accurate feedback to an administrator regarding his/her job performance from faculty, classified staff, administrators and, where appropriate, students..
2. To document an administrator's accomplishments during the period under review.
3. To identify ways that an administrator can improve his/her job performance and thereby better serve all segments of the District community.

C. The administrator will submit to the supervisor a brief self-evaluation that includes an assessment of the progress on the objectives established as part of the previous evaluation and steps taken to address any areas of improvement identified in the last evaluation.

D. The supervisor will administer confidential evaluation forms that provide feedback from:

1. Individuals working with administrator: The supervisor and the administrator will develop a list of individuals to be surveyed. The list will include faculty, administrators, and classified staff who directly report to the administrator. For school deans, the list will include, but not necessarily be limited to, all of the department chairs and program coordinators in the school. For campus deans, the list will include, but not necessarily be limited to, department chairs and/or coordinators whose departments regularly offer courses at the campus. For other deans with district-wide responsibilities, the list will include, but not necessarily be limited to, all of the department chairs and program coordinators district-wide.

2. Faculty, staff, and other administrators: The administrator will submit to the supervisor a proposed list of additional individuals to be surveyed (including appropriate faculty, administrators, and classified staff), not covered in #1 above. The supervisor may augment the final list of individuals to be surveyed and that list shall not be restricted to the proposed list provided by the administrator.

3. Faculty: Faculty survey forms will be available from the Office of the Academic Senate to any faculty member who desires to provide an assessment of the administrator's performance. The purpose of the faculty survey forms is to provide additional separate feedback directly to the administrator's supervisor.

4. Students: For administrators with direct responsibility for working with individual students on a regular basis, the supervisor, in consultation with the administrator, will develop a list of individuals to be surveyed. One of the criteria for selecting students will be regular contact between the administrator and the individual student over a period of time.

Evaluation forms will be anonymous.

Ratings on the evaluation surveys will be scaled as follows:

5 Outstanding
4 Above Average
3 Satisfactory
2 Improvement Needed
1 Unsatisfactory
N/A Not Applicable/Not Observed

E. The supervisor will summarize the results of the evaluation forms and write a draft evaluation report based on the data collected from the forms (including average scores for survey items and a summary of the comments on each item) and the supervisor's assessment of the administrator's performance including, but not limited to, progress on the objectives established at the end of the previous evaluation. The supervisor will provide a rationale for the final overall rating as it relates to the numeric summary of surveys, comments on the surveys, and the supervisor's assessment. The final overall ratings for the evaluation will be

- Outstanding
- Above Average
- Satisfactory
- Improvement Needed
- Unsatisfactory

F. The supervisor and the administrator will examine and discuss all evaluation forms submitted under the provisions of I. D. 1, 2, 3 and 4. The supervisor will review the draft of the evaluation report with the administrator and solicit feedback from the administrator. The supervisor and the administrator will develop a set of objectives for the next year based on the current year's evaluation and the goals in the annual plan that the supervisor and administrator agree are appropriate to the administrator's areas of responsibility. The supervisor will then prepare a final assessment report for review and comment by the Chancellor. The administrator has the right to attach comments or rebuttal to the final assessment report. The supervisor will meet with the Chancellor to review the final assessment report. After the Chancellor's review, the administrator will receive the final evaluation report signed by the supervisor and the Chancellor. The administrator has the right to meet with the Chancellor to appeal the evaluation. The administrator will sign off on the evaluation as an acknowledgement of receipt. The

administrator has the right to attach comments or rebuttal to the final report that will be included as part of the administrator's personnel file.

G. Anytime an administrator receives an over-all rating of "needs improvement" or "unsatisfactory" on an evaluation, the objectives developed by the supervisor and the administrator for the following year's evaluation will clearly articulate the areas for improvement and indicate the criteria to be used to assess that improvement. The supervisor and administrator will develop a plan for professional development that will provide that administrator the opportunity to improve performance in the designated areas. The supervisor will be responsible for overseeing the implementation of the plan, providing institutional support related to the plan, and monitoring and advising the administrator on his/her progress toward meeting the objectives of the plan.

For the next annual evaluation, the supervisor will be responsible for ensuring that the progress on objectives of the plan are assessed using criteria established at the time of the previous evaluation.

II. EVALUATION AND APPOINTMENT RENEWAL

All administrators will be evaluated annually. Appointment renewal will be based on the administrator's status with the District as follows:

A. Continuing Administrators: Each administrator has a three-year appointment that is extended for an additional year if the administrator receives a satisfactory annual evaluation. If an administrator receives a "needs improvement" or "unsatisfactory" annual evaluation, the administrator will not receive the additional year. If the administrator shows significant improvement in the following year (i.e., does not receive a "needs improvement" or "unsatisfactory" evaluation), the three-year appointment is restored. If the administrator receives a "needs improvement" or "unsatisfactory" evaluation the following year, the administrator will be given a one-year appointment. If an administrator is on a one-year appointment due to a series of less-than-satisfactory evaluations, the administrator's supervisor will be responsible for completing the evaluation for that academic year by December 15. The evaluation schedule will provide adequate time for the administrator to have the opportunity to demonstrate improvement as stipulated in the previous evaluation(s). If the administrator receives a less-than-satisfactory evaluation, the administrator will receive notification of the District's intent to terminate employment as an administrator no later than January 15 of that academic year.

B. New Administrators: New administrators are individuals not previously employed by the District as an administrator. New administrators will receive a two-year appointment and be evaluated during the first year of service. If the new administrator receives a satisfactory evaluation, he/she will receive a three-year appointment and will be treated as a continuing administrator in future evaluations and appointment renewals. If a new administrator receives an over-all rating of "needs improvement," the new administrator

will have one-year to correct deficiencies. If the new administrator receives an over-all rating of "unsatisfactory," the Chancellor or his designee may reassign the new administrator to other administrative duties during the second year of the initial appointment.

The administrator's supervisor will be responsible for completing the evaluation for that academic year by December 15. The evaluation schedule will provide adequate time for the administrator to have the opportunity to demonstrate improvement as stipulated in the previous evaluation. If a new administrator receives a satisfactory evaluation in the second year, he/she will receive a three-year appointment and will be treated as a continuing administrator in future evaluations and appointment renewals. If the new administrator receives a less-than-satisfactory evaluation in the second year, the administrator will receive notification of the District's intent to terminate employment no later than January 15 of that academic year.

C. Continuing Administrators, Faculty or Classified Staff in New Administrative Assignments: Continuing administrators in new assignments or former faculty/classified staff in new administrative assignments will receive an initial appointment of one year in the new assignment and the administrator's former position will be filled on a one year interim basis for that year. If the administrator receives a satisfactory evaluation in the first year in the new assignment, the administrator will receive a three-year appointment and appointment renewal will be based on the criteria for continuing administrators. If the administrator receives a less-than-satisfactory evaluation in the first year in the new assignment, the administrator will return to the former assignment.

III. OVERSIGHT COMMITTEE

A. The Administrative Evaluation Oversight Committee is an advisory committee to the Chancellor and will be responsible for ensuring that the evaluation process was followed, was conducted appropriately, and that there was reasonable input by the constituencies described in these procedures. Each semester, each Vice-Chancellor will prepare a summary of the results of each evaluation conducted including: the name of the administrator evaluated; whether the evaluation was satisfactory or less-than-satisfactory (i.e., needs improvement or unsatisfactory); and the statistics on the number of individuals who participated in each evaluation. The Chancellor will prepare similar reports on the evaluation of Vice-Chancellors and other administrators who report directly to the Chancellor. If the Committee is concerned that the process was not followed, or was not conducted appropriately, or that there was not reasonable input by the constituencies described in these procedures, the Committee may make recommendations to the Chancellor regarding any deficiencies identified as a result of its review of the Vice Chancellors'/Chancellor's reports.

Individual evaluation reports are confidential personnel documents and therefore may not be reviewed by Committee members other than the appropriate Vice-Chancellor and the Chancellor.

B. The Committee shall consist of: the Chancellor; each of the Vice-Chancellors; Administrators' Association Chairs; and members of shared governance bodies: the President of the Academic Senate or designee; three faculty appointed by the Academic Senate; the Chair of the Department Chairs' Council or designee; the President of the SEIU 790 (Classified); the Student Trustee or designee. When a Vice-Chancellor is presenting the results of evaluations conducted in his or her area of supervision, that Vice-Chancellor shall act in an advisory role and not as a member of the Committee in its review of those evaluations. The Committee will meet at least once each semester. The Chancellor will chair the Oversight Committee.

IV. TERM OF THIS EVALUATION PROCEDURE

These procedures will be adopted and reviewed for a two-year trial period. That trial period shall include two complete cycles of this annual evaluation process. At the end of the two-year trial period after consultation conducted by the Chancellor with appropriate parties including the Administrator's Association, these procedures may be continued.

Vice Chancellor / Chancellor
Administrative Evaluation Report

Name of Administrator: _____

Position: _____

Supervisor: _____

Number of Respondents to Evaluation Questionnaires

Faculty (Short Form)	Faculty (Long Form)	Department Chairs	Classified Staff	Administrators	Students *(if appropriate)*

Comments

The following comments provide an overview of the evaluation including input from faculty, department chairs, classified staff, other administrators, and students, if appropriate.

Vice Chancellor / Chancellor Rating		
Satisfactory to Outstanding	Needs Improvement	Unsatisfactory

Supervisor's Signature_____

Date_____

(Anonymous)

FACULTY SURVEY OF ADMINISTRATIVE PERFORMANCE

Administrator's Name: _____

Please record your ratings on the attached Scantron sheet. Use a #2 pencil and apply the following scale:

A *Outstanding*
B *Above Average*
C *Satisfactory*
D *Improvement Needed*
E *Unsatisfactory*
N/A Not Observed/Not Applicable - *Leave blank on form*

GENERAL

1. Knowledgeable about college policies, procedures and operations
2. Demonstrates innovation and creativity regarding administrative practices
3. Demonstrates commitment to the College's mission
4. Facilitates District business effectively and in a timely manner

JOB SPECIFIC

5. Implements program development and improvement
6. Handles problems and conflicts effectively
7. Uses good judgment
8. Resolves disciplinary problems effectively
9. Demonstratives fairness, objectivity and integrity in personnel decisions
10. Is accessible to faculty
11. Participates in shared governance with faculty
12. Communicates effectively both verbally and in writing
13. Responds to requests and inquiries in a timely manner
14. Shares information with faculty

MANAGEMENT STYLE

15. Provides a positive, cooperative and friendly working environment
16. Maintains positive relationships with groups, committees and organizations
17. Demonstrates ability to work with diverse groups and individuals
18. Maintains high standards of professional conduct

WRITTEN COMMENTS (*Use space below and back of page.*)

CONFIDENTIAL

CITY COLLEGE OF SAN FRANCISCO

ADMINISTRATIVE PERFORMANCE EVALUATION

Administrator's Name: _____

Title: _____ **Dept:** _____

Period of Evaluation - ***From:*** _____ ***To:*** _____

Status of Administrator:
- ☐ **Continuing**
- ☐ **Newly Hired**
- ☐ **Continuing on New Assignment**

PURPOSE

The purposes of administrative evaluation are:

a. To give accurate feedback to an administrator regarding his/her job performance **from faculty, classified staff, administrators and, where appropriate, students**.
b. To document an administrator's accomplishments during the period under review.
c. To identify ways that an administrator can improve his/her job performance and thereby better serve all segments of the District community.

This survey is anonymous and the person filling out this form should not identify him/herself.

RATING SCALE

5	*Outstanding*
4	*Above Average*
3	*Satisfactory*
2	*Improvement Needed*
1	*Unsatisfactory*
N/A	*Not applicable/Not observed*

- *Ratings may be noted in .5 increments (e.g. 3.5)*
- *Comments are encouraged for all items. For ratings of 2 or less, comments are required to provide the administrator assistance in improvement.*

CONFIDENTIAL

ADMINISTRATIVE PERFORMANCE EVALUATION

A. MANAGEMENT OBJECTIVES

The following objectives were developed for this administrator during the last evaluation cycle. Each objective is followed by a brief summary by the administrator of progress he/she has made on that objective. Using the rating scale and the space provided for comments, please give your assessment of the administrator's success in accomplishing these objectives.

OBJECTIVE #1 _____

_____

_____

_____

_____

Progress on Objective: _____

_____

_____

_____

Evaluator's Rating: ☐

Comments from Evaluator: _____

_____

OBJECTIVE #2 _____

_____

_____

_____

_____

Progress on Objective: _____

_____

_____

_____

Evaluator's Rating: ☐

Comments from Evaluator: _____

_____

84

OBJECTIVE #3 _____

_____

_____

_____

_____

Progress on Objective: _____

_____

_____

_____

Evaluator's Rating: ☐

Comments from Evaluator: _____

_____

OBJECTIVE #4 _____

_____

_____

_____

_____

Progress on Objective: _____

_____

_____

_____

Evaluator's Rating: ☐

Comments from Evaluator: _____

_____

[Note: There may be more than four objectives.]

55

B. MANAGEMENT SKILLS

Rating

1) Program Planning

a) Sets effective goals and objectives
b) Evaluates meeting of goals and objectives
c) Creates opportunities for program improvement
d) Demonstrates analytical abilities

Comments:

2) Problem Solving

a) Handles problems effectively
b) Anticipates potential problems
c) Demonstrates initiative and creativity in conflict resolution

Comments:

3) Professional Relationships

a) Fosters cooperation and understanding
b) Maintains effective relationships with groups, committees and organizations
c) Demonstrates ability to work with diverse groups and individuals
d) Uses good judgment and tact
e) Treats individuals with respect
f) Accepts supervision and criticism

Comments:

Rating

4) Job Knowledge and Application

   a) Demonstrates knowledge of management principles and practices
   b) Able to apply management skills to administrative assignment
   c) Knowledgeable about college procedures and operations

   Comments:

5) Human Resources

   a) Monitors and evaluates staff performance effectively
   b) Resolves disciplinary problems in a timely and effective manner
   c) Provides a positive and friendly working environment
   d) Demonstrates fairness and objectivity in personnel decisions
   e) Establishes high standards for personnel conduct

   Comments:

6) Communicative Skills

   a) Anticipates information needs of faculty, staff, and management
   b) Is accessible to staff, faculty, students, and management
   c) Shares information effectively and in a timely manner
   d) Presents information effectively in oral and written communications

   Comments:

7) Organizational Leadership Skills

   a) Facilitates staff participation in decision-making
   b) Facilitates faculty leadership in academic and professional matters
   c) Responds to proposals and ideas from faculty, staff, and other administrators
   d) Encourages initiative and creativity among faculty, staff, and other administrators

   Comments:

Rating

8) Personal Leadership Skills

a) Provides leadership and supervision in a style that is productive.
b) Demonstrates and stimulates innovation and creativity that promotes effective educational and institutional practices
c) Accepts responsibility for own decisions
d) Delegates authority appropriately and with responsibility

Comments:

9) Teamwork

a) Works Collaboratively
b) Helps others do their job
c) Supportive of colleagues
d) Cooperates with all constituencies

Comments:

10) Overall Comments:

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: November 7, 2002 **W1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **REAL ESTATE**
Authorization to contract with Payphone Stations, Inc. to install pay phones and to provide pay phone services throughout District facilities starting January 1, 2003 through December 31, 2005 with the possibility of two single year extensions upon mutual agreement.
(Resolution No: 021107-W1)

BACKGROUND INFORMATION:

By previous Board Resolution No's. 921217-B9 and 981029-W1, the Board of Trustees approved contracts with Pacific Bell for coin operated pay telephone services campus-wide. The latest contract is coming due at the end of December, 2002 and a request for proposal was solicited. SBC (formerly Pacific Bell) and PSI (Payphone Stations, Inc.) responded to the Request for Proposal.

The proposals were reviewed by the Dean of Administrative Services and the District's Purchaser. By comparison, the PSI proposal is superior for the following reasons:

1. PSI proposes to charge 35 cents for local calls; SBC proposes to continue to charge 50 cents
2. PSI proposes to respond to service calls within 3-5 hours; SBC proposes to respond within 24 hours
3. PSI proposes to pay the District 40% of all gross revenues; SBC proposes to pay 35%
4. PSI proposes to add one additional TTY machine; SBC was silent on this issue
5. PSI proposes to bring in all new equipment and to use District logos on pay phone stations; SBC proposed to leave current equipment in place

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References listed by PSI include: CSU, Dominquez Hills; College of the Canyons; CSU, Hayward; CSU, San Marcos; Riverside Community College and Southwestern College. Those contacted were extremely satisfied with service provided by PSI.

RECOMMENDATION:

RESOLVED: That Authorization is hereby given to contract for coin operated pay phones campus-wide to Payphone Stations, Inc. starting January 1, 2003 through December 31, 2005 with the possibility of two single year extensions upon mutual agreement between the District and PSI, and

Further Be It Resolved: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute such a contract agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002 **W2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **REAL ESTATE**
Authorization to Contract with
Clifford Associates for real estate appraisal services
(Resolution No. 021107-W2)

BACKGROUND INFORMATION:

The College needs the services of a professional real estate appraiser to assist in the exploration of alternative sites for the proposed Mission Campus project. The Vice Chancellor for Finance and Administration is recommending the firm of Clifford and Associates for this assignment. This resolution is retroactive because initially the College did not expect that its share of the cost would exceed $10,000.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Clifford Associates for real estate appraisal services from September 1 2002 – November 30, 2002, at a cost not to exceed $18,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

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CITY COLLEGE OF SAN FRANCISCO

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: CONTRACTS
Report on contracts under $50,000, Office of Contract Education, City College of San Francisco, October 2002

This report is for information only on contracts under $50,000 that the Office of Contract Education negotiated or amended in September 2002.

- China Eastern Airlines – Contract total $9,920, term October 14, 2002 to December 6, 2002, for providing two sessions of 32-hour English Communication Training in Shanghai, People's Republic of China.

Originator: Judy Teng

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INFORMATION REPORT
NO ACTION NECESSARY

DATE: **November 7, 2002**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(021107 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Houck, Charles R.	Full-time	DSPS	John Adams	12/19/02

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Lee, Diana Nancy	Part-time	ESL	Chinatown	09/25/02

Originator: Clara Starr

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **November 7, 2002**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
(021107 – RPT)

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Bartlett, Chad	Part-time	English	Ocean	09/12/02

Originator: Clara Starr

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 7, 2002

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on contracts under $15,000,
Office of Facilities Planning, City College of San Francisco
(021107-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Ghilotti Brothers Inc. (Construction)** – Ocean Avenue Campus, Science Hall Parking Lot, $13,062.00, 1997 General Obligation Bond. For repairs to the Science Hall parking lot.

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DR. PHILIP R. DAY, JR., CHANCELLOR

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between September 27 – November 7, 2002, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, September 26 – November 7, 2002.

Grant proposals requesting less than $500,000:

Child Development Training Consortium, Yosemite Community College District – CCSF's Child Development and Family Studies Department will receive funds from the Child Development Training Consortium to support personnel employed in child care settings who are enrolled in credit child development classes. Students will receive a tuition refund upon successful completion of courses at $60 per course, including reimbursement for books. CCSF will receive funds not to exceed $27,500 during the period of August 1, 2002 through July 31, 2003.

Sandra Handler, Originator

CCSF received a private grant to synthesize curriculum for IDST 27A and IDST 27B, two Interdisciplinary Studies courses that focus on the traditional and modern cultures of West, South and Southeast Asia. An investigation into the creation of resource materials for instructor and student use will also be performed. The award totals $5,000 for the period of November 8, 2002 – June 30, 2003. The funder wishes to remain anonymous.

Kristin Hershbell, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

/02

NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CAMPUS
CONFERENCE ROOM
33 GOUGH STREET, SAN FRANCISCO

DATE: **THURSDAY, November 21, 2002**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

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LOCATION: GOUGH STREET CAMPUS
AUDITORIUM
33 GOUGH STREET, SAN FRANCISCO

DATE: **THURSDAY, November 21, 2002**

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES
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TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

    a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

    b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

    c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on Non-agenda items or unless otherwise required by law.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

CITY COLLEGE OF SAN FRANCISCO

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AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CONFERENCE ROOM

33 GOUGH STREET
San Francisco
THURSDAY, November 21, 2002
5:00 P.M.

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property :	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (G.C. 54956.9(a))

1 Womack v. SFCCD
San Francisco Superior Court Case, CPF-02-500892

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 2 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – 1 case

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS
AUDITORIUM
33 GOUGH STREET
San Francisco

Thursday, November 21, 2002

Open Session - 6:00 p.m.

I. Roll Call

II. Pledge of Allegiance

III. Approval of Minutes
Regular Meeting Minutes – November 7, 2002

IV. Adoption of Resolutions Agenda

V. Approval of Consent Agenda Items as Listed

VI. Special Presentations

VII. Monthly Financial Report – James Kendrix & Peter Goldstein

VIII. Action on Other Resolutions Agenda Items

IX. Report from Constituent Groups

- Academic Senate - David Yee, President
- Associated Students - Kevine Boggess, President
- Classified Senate - Alice Munoz-Shvarts, President

X. Board of Trustees' Report

XI. Chancellor and Staff Reports

XII. Closed Session Announcements - Legal Counsel Ronald Lee

XIII. Requests to Speak

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XIV. Adjournment

FINANCE

GENERAL FUND

B1 - Adoption of Nonresident Tuition Fee Rate in Grades 13 and 14 for the Fiscal Year 2003-04

B2 - Authorization to enter into a Capital Lease Agreement with University Leasing for the purpose of leasing desktop computers for a total three-year cost not to exceed $250,000 *c

B3 - Authorization be hereby given to contract with Oracle Credit Corp. to provide financing for software licenses and Update Subscription services to the District beginning November 22, 2002 at a cost not to exceed $83,000 *c

CAPITAL OUTLAY

B4 - Authorization be given to contract with [name of selected A/E firm] from January 1, 2003 through September, 2007 for special services and advice to provide the District with architectural and engineering services, for the Project: Chinatown/North Beach Campus Architectural & Engineering Consultant at a cost not to exceed $5,9000,000

B5 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean avenue Campus, Child Care Center Furnace Replacement, to be completed on or before _____, 2002 at a cost of not to exceed $ _____, *c

B6 - Authorization for three (3) Contract Modification(s) totaling $26,404.11 for Special Services Contract(s) and Construction Contract(s) *c

B7 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean avenue Campus, Creative Arts Building Hazardous Materials Abatement Project, to be completed on or before January 10, 2002 at a cost of not to exceed $ _____,

B8 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus, Creative Arts Building Painting Project, to be completed on or before January 10, 2003 at a cost of not to exceed $_____,

GRANTS/CONTRACTS

B9 - Authorization is hereby given to contract with Geographic Travel for logistical and program arrangements to and within China, in connection with a credit program, from June 21 to July 8, 2003

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

B10 - Authorization be hereby given to conduct excursions to Florence, Italy, Fall 2003 and Spring 2004, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students

B11 - Authorization be hereby given to conduct excursions to Paris, France, Fall 2003 and Spring 2004, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students

B12 - Authorization to modify existing Grants/Contracts *c

B13 - Authorization be hereby given to *c
submit renewal applications for funds and to appropriate all funds receivable upon approval by the California State Department of Education/Child Development Division for: 1) the Center Based Child Development Program for the fiscal year 2003-04, not to exceed $435,354; 2) the State Preschool Part-Day Program for the fiscal year 2003-04, not to exceed $309,590; 3) the State Preschool Full-Day Program for the fiscal year 2003-04, not to exceed $1,101,333; 4) the Federal Child Care and Development Block Grant for the fiscal year 2003-04, not to exceed $26,266

B14 - Authorization be given to contract with *c
University of California-San Francisco to establish a post-doctoral research assistant position for the period December 1, 2002 through November 30, 2003 in the amount not to exceed $51,480

B15 - Authorization be given to contract with *c
Santa Rosa Junior College to provide a specialty nurse training program for the period November 22, 2002 through January 31, 2003 in the amount not to exceed $91,154

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services *c
etc., less than $3,000

C2 - Procurement of equipment, supplies, services, etc., *c
$3,000 or more

C3 - Acceptance of Gifts *c

C4 - Disposal of Personal Property with Insufficient *c
Sales Value

HUMAN RESOURCES

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

G1-6	-	Academic Employees, Credit Program, District Funded	*c
H-1-2	-	Academic Employees, Credit Program, Categorically Funded	*c
L1	-	Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract	*c
N1	-	Academic Employees, Community Services Classes	*c

SETTLEMENT

Q1	-	Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Nathan Atkinson, and the San Francisco Community College District	*c
Q2	-	Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, John D. Seckman, and the San Francisco Community College District	*c
Q3	-	Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Amy Conger, and the San Francisco Community College District	*c
Q4	-	Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Zonia Olsen, and the San Francisco Community College District	*c

SPECIAL

S1	-	Adopting a Successor Collective Bargaining Agreement between the San Francisco Community College District and the Department Chairperson Council, for the period January 1, 2003, through December 31, 2005	
S2	-	Presenting the Initial Proposals of the Service Employees International Union, Local 790, and of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in December 2002 for Public Response to the Initial Proposals	
S3	-	Authorization is hereby given to establish a Deferred Compensation Plan subject to the requirements of Internal Revenue Code Section 457(b),	*c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

S4 - Authorization is hereby given to the Chancellor to approve grant-funded subcontracts less than or equal to $50,000

Information only

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **December 19, 2002**
Downtown Campus
800 Mission Street
San Francisco

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO

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Tabled From November 7, 2002 Board Meeting – additions are in bold

DATE: November 21, 2002 **B1**

TO: Board of Trustees

FROM: Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Adoption of Nonresident Tuition Fee Rate in Grades 13 and 14 for the Fiscal Year 2003-04
(Resolution No. 021121-B1)

BACKGROUND INFORMATION:

The California Education Code, beginning with Section 76140, sets forth the relevant law as it relates to nonresident tuition fees rates in grades 13 and 14 . It distinguishes between nonresident students who are U.S. Citizens (out-of-state) and nonresident students who are citizens of a foreign country (out-of-country) and establishes criteria used for the setting of tuition fee rates for both groups.

While the cost of providing instruction and related services has increased significantly since 1996, the fees City College charges for non-resident tuition have not been raised at all during the past six years. The rate for fiscal year 2002-2003 is:

$130.00 per semester unit
$ 6.00 per semester unit for capital outlay

The $6.00 per semester unit for the capital outlay fee is calculated each fiscal year based upon the prior fiscal year's expenditure for capital outlay. The law precludes the College from charging this fee to out-of state students and only allows it to be charged to out-of-country students.

The Vice Chancellor for Finance and Administration and the Chief Financial Officer recommend that in accordance with state regulations, the rates for fiscal year 2003-04 be set at $144.00 per semester unit and $ 9.00 per semester unit for capital outlay. All other policies, rules, and regulations relating to exemptions, refunds, and economic hardship/victims of persecution or discrimination for fiscal year 2003-2004 remain the same as in fiscal year 2002-03.

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As the table below shows, the District's recommended rates for next fiscal year, 2003-04, are equal to the lowest rates charged by our contiguous Bay Area community colleges for the current fiscal year, 2002-03. Since it is likely that these other colleges will increase their rates for 2003-04 once again, it is also likely that our rates will remain the lowest in the immediate Bay Area during 2003-04.

	2003-04 Proposed CCSF	2002-03 Contra Costa	2002-03 San Mateo	2002-03 Marin	2002-03 Peralta
Tuition Rate	$ 144.00	$ 138.00	$ 148.00	$ 157.00	$ 175.00
Capital Outlay Fee	$ 9.00	$ 15.00	$ 7.00	$ 11.00	$ 8.00
Total	$ 153.00	$ 153.00	$ 155.00	$ 168.00	$ 183.00

The actual calculations the state requires for determining non-resident tuition fees are shown on Attachment A. Column 3 of the attachment is designed for districts with more than 10% noncredit FTES like City College. As the table below shows, the actual cost to City College of providing education to non-resident students is $160 per credit, or $16 more per unit than this resolution proposes.

	Statewide Average	Cost to SFCCD without Non Credit Adjustment	Actual Cost to SFCCD with Non Credit Adjustment
Tuition Rate	$ 141	$148	$160

The calculation for capital outlay is shown in the middle of Attachment A and shows $19.21 per unit, or about $10 more per unit than this resolution proposes to charge.

It is estimated that the proposed increase would generate approximately $625,000 in revenue. The table below shows the proposed budget for this revenue.

Faculty salaries as provided by labor agreement *	$220,000
Staffing for SEVIS**	$ 70,000
Student Health Center Counseling	$ 30,000
Academic Counseling	$ 65,000
Int'l Students Services Coordinator	$ 30,000
Support for District operating budget	$210,000
Total	$625,000

* Assumes new contract operates on a formula basis
** SEVIS is the Student Information and Exchange Visitor Information System. The new SEVIS regulations require institutions like City College to report to the INS information related to foreign students such as enrollment status changes, address changes, and employment related data in a prompt manner. The costs shown above are only the direct costs to the College, there also significant impacts on several areas within Student Development related to workload.

RECOMMENDATION:

RESOLVED: That in accordance with California Education Code Sections 76140 and 76141, the out-of-state per semester unit fee rate of $144 and out-of-country per semester unit fee rate of $153 (including a $9 capital outlay fee) be adopted for non-resident students enrolled for the Fiscal Year 2003-04, and

FURTHER BE IT RESOLVED: That not less than $195,000 of the estimated $625,000 in additional revenue will be spent on additional student services, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
James Kendrix, Originator

California Community Colleges

NONRESIDENT TUITION FEE WORKSHEET (ECS 76140)

2002-03

	Statewide (Col 1)	District (Col 2)	For Districts with 10% or More Noncredit FTES (Col 3)
A. **Expense of Education for Base Year** (2000-01 CCFS-311, pages 15-17, AC 0100-6700, Cols 1-3)	$ 4,416,392,610	$ 156,850,746	$ 108,870,171
B. **Annual Attendance FTES**	1,086,775	36,687.80	$ 23,681.16
C. **Expense of Education per FTES** (A ÷ B)	$ 4,064	$ 4,275	$ 4,597
D. **USCPI Factor** (2 years)	x 1.041	x 1.041	x 1.041
E. **Cost per FTES for Tuition Year** (C x D)	$ 4,230	$ 4,450	$ 4,785
F. **Per Unit Nonresident Tuition Fee**			
Semester-System Colleges (E ÷ 30) and/or	$ 141	$ 148	$ 160
Quarter-System Colleges (E ÷ 45)	$ 94	$	$

NOTE

For purposes of computing nonresident tuition only, all student contact hours of attendance in credit and noncredit courses, including all those generated by nonresident students and apprentices, are to be included in determining the "FTES" used in computing Expense of Education figure per FTES. Round tuition fee to the nearest dollar.

A district may use columns 1 or 2 to determine nonresident tuition. Column 3 is an option only for use by a district with ten percent (10%) or more noncredit FTES (see ECS 76140(e)).

The district governing board at its April 25,2002, 200_ meeting, adopted a nonresident tuition fee of $ 130.00 per semester unit and or $ N. A. per quarter unit. Basis for adoption is

(*Circle One*)

1. Statewide basis, per column 1;
2. District basis, per column 2;
3. District basis with 10% or more noncredit FTES, per column 3;
4. No more than contiguous district Contra Costa (identify district)
5. No more than district basis (Col. 2 or 3); no less than statewide basis (Col. 1).

For districts exercising option of ECS 76141(a), compute additional charge for capital outlay for foreign students as follows:

a	Capital Outlay for 2000-01	$ 21,145,062	
b	FTES for 2000-01	36,687.80	
c.	Foreign Student Charge (line a ÷ line b)	$ 576.35	
d	Amount per Semester Unit (line c ÷ 30) and/or	$ 19.21	
e.	Amount per Quarter Unit (line c ÷ 45)	$	
f.	**ACTUAL AMOUNT APPROVED BY DISTRICT:**		$ 6.00

Upon adoption of fee, please submit a copy of this report to:

California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

James Kendrix, Chief Financial Officer
Contact Person

SFCCD
Community College District

(415)241-2259
Telephone

73536
District Code Number

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND
Authorization to Enter Into a Capital Lease Agreement with University Leasing
(Resolution No. 021121-B2)

BACKGROUND INFORMATION:

For fiscal year 2002-2003, the College has received $1,453,145 in Instructional Block Grant funds from the State, and the Vice Chancellor of Academic Affairs, with the approval of the Planning and Budgeting Council, has allocated $124,385 for the acquisition of computer lab equipment to upgrade student labs at the Ocean Campus, Mission Campus and in the Rosenberg Library. In order to stretch the funds and allow more computers to be acquired, the College wishes to enter into a 3-year agreement for a capital lease (lease/purchase) of the computers with University Leasing. This will allow the College to purchase from OmniPro, the same computer vendor that was approved in September 2002 for the purchase of faculty/staff computers. The computer equipment will be leased this fiscal year, and the total three-year cost not to exceed $250,000.

As with the previous computer lease, the source of funds will be Instructional Equipment Block Grant from the State.

RECOMMENDATION:

RESOLVED: That authorization to enter into a Capital Lease Agreement with University Leasing for the purpose of leasing desktop computers for a total three-year cost not to exceed $250,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Mamie How, Originator

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Authorization to Contract with Oracle Credit Corp
(Resolution No. 021121-B3)

BACKGROUND INFORMATION:

Oracle database software has been used by City College of San Francisco to manage and protect its mission critical data such as student information, financial and personnel data since first installing SCT Banner in 1993. The Oracle database is the foundation of the Banner program, and as such we have been able to improve the efficiency of Banner by switching to new Oracle database technology as it becomes available. This resolution will authorize City College to enter into a contract with Oracle Credit Corp to provide financing for licenses for software allowing City College to take advantage of the flexibility that web-based services provide. **Internet Application Server – Enterprise Edition** will allow City College to access its Banner data via a web browser such as Internet Explorer, resulting in improved access and increased performance.

The purchase price of $83,000, which includes one year of Update Subscription services, will be paid via four annual payments of $20,750. This purchase is being financed at 0.0% interest. After the fourth payment, City College will own a perpetual license for this product. This purchase will be paid out of the general fund.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Oracle Credit Corp. to provide financing for software licenses and Update Subscription services to the District beginning November 22, 2002 at a cost not to exceed $83,000, and

BOARD OF TRUSTEES

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter A. Goldstein, Originator
Douglas Re, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract -
[Name of the selected A/E team]
(Resolution No. 021121-B4)

BACKGROUND INFORMATION:
Project: *Chinatown/North Beach Campus Architectural & Engineering Consultant*

In August 1998, the Friends of the Colombo Building et al. filed a lawsuit against City College related to the College's proposal for a new Chinatown/North Beach Campus. In June 1999, the two parties settled the lawsuit with a formal agreement that committed the College to preserving the Colombo Building and also included several provisions regarding the design of the new campus. Specifically, the agreement created an Architectural Selection/Design Review Committee (ASDRC) comprised of ten members including at least four representatives from the Friends of the Colombo Building.

The settlement agreement also stipulated that the ASDRC will make the final recommendation for selecting the Project Architect as well as the final recommendation for the design of the project to the College Board of Trustees. The agreement further states that if the Board does not accept these recommendations, " the ASDRC shall reconvene and make a further recommendation to the Board". The ASDRC has now completed its work related to the selection of a design team and the Chancellor is presenting their selection to the Board of Trustees for approval.

The ASDRC used a comprehensive outreach effort to encourage prospective architectural firms and sub-consultants to respond to the "Request for Qualifications" for the Chinatown/North Beach Campus Architectural & Engineering Consultant. About two-hundred fifteen (215) RFQ booklets were issued to respondents. To more completely understand the selection process, interested firms were invited to an informational meeting where the details of the process were discussed, including the importance of complying with the College's new SLBE policy and the related goals for participation. Over one-hundred (100) individuals attended the informational meeting, and eight (8) design teams submitted responses to the RFQ. These eight (8) responses were reviewed by a diverse selection committee that included College staff and community representatives.

Each committee member read all of the responses and rated each submittal according to the same criteria that were published in the RFQ and reviewed at the informational meeting. These criteria included recent higher education facility design experience, historic architecture preservation experience, availability of team members to take on a project of this size, and demonstrated expertise with all phases of project management. The submittals were

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also reviewed by Norma Nelson, Contract Compliance Officer, to determine compliance with the College's stated goals for SLBE participation. Additional points were awarded to the scores of those submittals where the architectural firms were certified SLBEs.

The scores were then tabulated and the top five (5) firms were invited to participate in the First Interviews. The selection committee met to establish the questions that would be asked during the First Interviews, and these were reviewed by the Contract Compliance Officer. The questions covered many topics including the importance of community consensus and project stakeholder support, controlling project cost, knowledge of unique program requirements, and the need to effectively handle state approval processes. After the First Interviews, the first and second ranked teams, EHDD/Barcelon & Jang (a joint venture) and Skidmore, Owings & Merrill (firm only), were invited for the Final (Second) Interviews, consisting of development and presentation of a conceptual design. The committee selected [name of firm] after the Final Interviews forwarded their recommendation to the Chancellor.

The Chancellor approved [name of the selected a/e team] to be recommended to the Board to provide architectural/engineering services for the Project: Chinatown/North Beach Campus Architectural & Engineering Consultant. The services provided by the prime consultant and their sub-consultants may include, but are not limited to, architectural design and program planning; historic architecture preservation; engineering consulting services such as civil, electrical, mechanical, and structural engineering; cost estimate; and scheduling and other services.

A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget. This contract for architectural planning services will be paid for with proceeds from the sale of general obligation bonds authorized in 2001 elections.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with [name of selected A/E firm] from January 1, 2003 through September, 2007 for special services and advice to provide the District with architectural and engineering services, for the Project: Chinatown/North Beach Campus Architectural & Engineering Consultant at a cost not to exceed $5,9000,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 21, 2002 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -

Bids to be received at 2:00 PM on Wednesday November 13, 2002
(Resolution No. 021121-B5)

BACKGROUND INFORMATION:
Project: Ocean Avenue Campus, Child Care Center Furnace Replacement Project

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus, Child Care Center Furnace Replacement Project and received ____ bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of providing and installing new forced air heating equipment, ducts and required gas and power connections to provide heat for the Children's Center

The project is funded with 1999 State Schedule Maintenance Funds and Proposition A General Obligation Bond funds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean avenue Campus, Child Care Center Furnace Replacement, to be completed on or before February 28, 2003; at a cost of not to exceed $ _____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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DATE: November 21 2002

B6

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **CAPITAL OUTLAY**
Authorization for three (3) Contract Modification(s) totaling $26,404.11 for Special Services Contract(s) and Construction Contract(s)
(Resolution No. 021121-B6)

BACKGROUND INFORMATION:

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	029627-B12 John Adams Campus Hayes Street parking Lot	Ghilotti Brothers, Inc. (Contractor)	$108,500.00	$39,658.62	CM 04 $10,172.92	$158,331.54	**Project Budget: $175,000.00** **Encumbered & Paid to Date: $171,082.00** Restripe and change directional arrows. Accelerate work to meet August 19th opening of school.
B	011115-B6 Fort Mason Campus Building B Remodel	Eternal Construction (Contractor)	$137,200.00	$6,025.74	CM 03 $12,231.19	$155,456.93	**Project Budget: $215,800.00** **Encumbered & Paid to Date: $205,690.00** Relocate existing light fixtures, additional new door, modifications to doors, additional stop-start controls for welding fan.
C	020530-B4 Feasibility Study of Fiber based MAN	Pacific Communications Associates, Inc.	$45,000.00	$0.00	CM #1 - $$4,000 Extension of contract from November 22, 2002 to December 31, 2002	$49,000	Investigate the feasibility of inter-connecting the campuses via microwave transmissions.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239.3000

DATE: November 21, 2002 **B7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Creative Arts Abatement
(Resolution No. 021121-B7)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus, Creative Arts Building Hazardous Materials Abatement Project

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus, Creative Arts Building Hazardous Materials Abatement Project and received four (4) bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of the removal of hazard materials from the existing corridor walls; and including loose and peeling lead paint in the corridor and stairwells to prepare the walls for new painting and new wall covering.

The project is funded with 1997 Proposition A General Obligation Bond funds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean avenue Campus, Creative Arts Building Hazardous Materials Abatement Project, to be completed on or before January 10, 2002 at a cost of not to exceed $ _____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239 3000

DATE: November 21, 2002 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Creative Arts Painting/Wall Covering
(Resolution No. 021121-B8)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus, Creative Arts Building Painting Project

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus, Creative Arts Building Painting Project and received five (5) bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of painting of classrooms, toilet rooms and janitor closets; new wall coverings for the first, second and third floor corridors including the installation of corner guards and new crash guards in each classroom.

The project is funded with 1997 Proposition A General Obligation Bond funds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus, Creative Arts Building Painting Project, to be completed on or before January 10, 2003 at a cost of not to exceed $_____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **B9**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Authorization to Contract with Geographic Travel to Offer a Study Abroad Program in China, Summer 2003
(Resolution No. 021121-B9)

BACKGROUND INFORMATION:

On January 26, 1995 the Board of Trustees approved a Board Resolution to create a Study Abroad Program for a summer program in China.

City College of San Francisco offered Study Abroad Programs in China in the summer of 1995, and again for five consecutive summers from 1998 - 2002.

On February 24, 2000 the Board of Trustees approved a Board Resolution to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with Study Abroad Programs in China.

On August 31, 2000, the Board of Trustees approved a Board Resolution to contract with Geographic Travel for the Summer 2001 Study Abroad Program in China, and on October 25, 2001, the Board of Trustees approved a Board Resolution to contract with Geographic Travel for the Summer 2002 Study Abroad Program in China and Mongolia .

Geographic Travel is now proposing their services for summer semester 2003 in China, for the period from June 21 to July 8, 2003. Cost per student, which includes R/T airfare between San Francisco and China, housing, three meals per day, air and ground transportation within China and health and accident insurance is $2686, based on a minimum of 15 students.

Based upon the criteria of our requirements and Geographic Travel's prices and policies, and our past experience with them, we are now requesting to contract with the firm of Geographic Travel to provide the necessary travel arrangements for a "Summer in China 2003" program.

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Geographic Travel will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid. Geographic Travel will also work with the college to explore options that would afford low-income students the opportunity to actively participate in study abroad programs.

The program will offer transferable credit in Asian Studies. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Geographic Travel for logistical and program arrangements to and within China, in connection with a credit program, from June 21 to July 8, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Joanne Low

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **B10**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACTS/GRANT**
Authorization to Conduct a Study Abroad Program to Florence, Italy Fall 2003 - Spring 2004 and to Contract with ACCENT
(Resolution No. 011115- B10)

BACKGROUND INFORMATION:

On October 28, 1999, the Board of Trustees adopted resolution no. 991028-S3 authorizing the San Francisco Community College District to conduct excursions to Florence, Italy, and on November 15, 2001, resolution no. 011115-B14 authorizing the San Francisco Community College District to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students for Fall 2002 and Spring 2003.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for Fall 2003 and Spring 2004 in Florence.

The proposal for "Semester in Florence" Fall 2003/Spring 2004 is based on the cost of activities, housing, excursions and ground transportation within Italy, and student medical insurance. The proposal is follows:

Fall 2003: August 31, 2003 - November 26, 2003 (86 days)
Fall program cost (based on a minimum of 20 participants): $5150

Spring 2004: February 29, 2004 - May 28, 2004 (88 days)
Spring program cost (based on a minimum of 20 participants): $5150

ACCENT has insurance coverage of $3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

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ACCENT will continue to work very closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. About 25-30% of CCSF students fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments until mid-semester. Furthermore, ACCENT will continue to offer **$1,000** in scholarships per semester for Florence for those students coming from CCSF and the Bay Area who fulfill the criteria.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

RECOMMENTATION:

RESOLVED: That authorization be hereby given to conduct excursions to Florence, Italy, Fall 2003 and Spring 2004, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 21, 2002 **B11**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to Conduct a Study Abroad Program in Paris, France Fall 2003 - Spring 2004 and to Contract with ACCENT
(Resolution No. 021121 – B11)

BACKGROUND INFORMATION:

On October 28, 1999, the Board of Trustees adopted resolution no. 991028-S4 authorizing the San Francisco Community College District to conduct excursions to Paris, France, and on November 15, 2001, adopted resolution no. 011115-B16 authorizing the San Francisco Community College District to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students during Fall 2002 and Spring 2003.

Based upon a comparison of cost, value, and activities, the criteria of our requirements, and their price and policies, we are now requesting to renew our contract with ACCENT International Consortium for Academic Programs Abroad, Ltd for Fall 2003 and Spring 2004 in Paris.

The proposal for "Semester in Paris" Fall 2003/Spring 2004 is based on the cost of activities, housing, excursions and ground transportation within France, and student medical insurance. The proposal is follows:

Fall 2003: September 7, 2003 - December 12, 2003 (95 days)
Fall program cost (based on a minimum of 15 participants): $6100

Spring 2004: January 29, 2004 - May 24, 2004 (115 days)
Spring program cost (based on a minimum of 15 participants): $6700

ACCENT has insurance coverage of $3 million for general liability, errors and omissions issued by Calender-Robinson Co., Inc., General Insurance Brokers. City College of San Francisco is listed as an additional insured on the policy.

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DR. PHILIP R. DAY, JR., CHANCELLOR

ACCENT will continue to work very closely with the financial aid office at CCSF and make special efforts for delayed payments from those students who have successfully applied for financial aid. About 25-30% of CCSF students fall into this category and to our knowledge, ACCENT is the only organization that allows deferred payments until mid-semester.

Furthermore, ACCENT will continue to offer **$1,000** in scholarships per semester for Paris for those students coming from CCSF and the Bay Area who fulfill the criteria.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

RECOMMENTATION:

RESOLVED: That authorization be hereby given to conduct excursions to Paris, France, Fall 2003 and Spring 2004, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd, to obtain travel and educational program arrangements, with costs to be borne by the students; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low

DATE: November 21, 2002

B12

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANTS/CONTRACTS**
Authorization to modify existing Grants/Contracts
(Resolution No. 021121-B12)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
A	000116-B7	University of California/ Enhanced Mentor Program	1/01/01-2/28/03	$950,000	Contract extended to 7/31/03; Amount increased $6,000 to augment operating costs.	$956,000	Contract extended through 7/31/03. $6,000 to augment operating costs. Originator: Sandra Handler
B	020627-B14	San Francisco Department of Human Services	8/1/02-6/30/03	$371,160	-$203,910	$167,250	Decrease services and shorten contract term. New contract term is 11/1/02 to 6/30/03. Originator: Judy Teng
C	020627-B14	Edgewood Center for Children and Families	8/1/02-6/30/03	$170,000	-$87,700	$ 82,300	Decrease services and shorten contract term in accordance with changes in the Dept. of Human Services contract. Edgewood Center is the subcontractor. New contract term is 11/1/02 to 6/30/03. Originator: Judy Teng
D	000622-B20	California Community Colleges/Student Success Middle College High School Projects	Oct. 3, 2001- Oct. 2, 2002	$149,999	Extend grant date from Oct.3, 2002, to Oct. 2,2003	$128,571	Retroactive request is due to delay from grantor in making award Originator: Frank Chong

E	000622-B20	Amy Schwimmer/Student Success Middle College High School Projects	Oct. 3, 2001 Oct. 2, 2002	$46,249	Extend contract date from Oct.3, 2002 to Oct. 2, 2003	$45,000	Renew contract Originator: Frank Chong
F	020530-B18	Subrecipient agreement with SFUSD	June 2, 2002- Oct. 2, 2002	$50,000	Extend contract date from Nov. 22, 2002 to Oct. 2, 2003	$25,000	Extend contract Originator: Frank Chong
A	010628-B24 020926-B13	City College of San Francisco contract with San Francisco State University (SFSU)	July 1, 2001 – November 20, 2002	$166,715	Renew sub-award to San Francisco State University in the amount not to exceed $173,384 during the period of November 22, 2002 – June 30, 2003	Renewed contract not to exceed $173,384	Renew sub-award to SFSU for the Regional Health Occupations Resource Center; funds will come from a grant received by CCSF from the State Chancellor's Office in July 2002 Robert Gabriner, Originator
B	000330-B21	Contract with Eva Schiorring for CCSF's Teacher Prep Program	May 1, 2002 – June 30, 2002	$8,000	Extend contract for Eva Schiorring in the amount not to exceed $8,000 for the period of November 22, 2002 – June 30, 2003	$8,000	Extend contract for Eva Schiorring to continue evaluation of the Teacher Prep Program; funds will come from a grant received by CCSF from the State Chancellor's Office Teacher Reading and Development Program in May 2002 Sandra Handler, Originator

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authonzed to execute any and all documents on behalf of the District to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 21, 2002 **B13**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT/GRANT
Authorization to submit renewal applications for funds and to appropriate all funds receivable upon approval by the California State Department of Education/Child Development Division
(Resolution No. 021121 – B13)

BACKGROUND INFORMATION:

The California State Department of Education/Child Development Division has again requested that City College of San Francisco apply for funds to continue existing child development programs as follows:

1) Center Based Child Development Program through 2003-04.Funding for 2002-03 totaled $435,354 and the request for 2003-04 totals $435,354. The purpose of the Center Based Child Development Program is to provide center based child development services (preschool-3rd grade) for low income families in San Francisco county. Families must meet the state guidelines for certification.

2) State Preschool Part-Day Program through 2003-04. Funding for 2002-03 totaled $309,590 and the request for 2003-04 totals $309,590. The purpose of the State Preschool Part-Day Program is to provide educational opportunities for 175 low income families with children 3-5 years of age. Families must meet the state guidelines for certification.

3) State Preschool Full-Day Program through 2003-04. Funding for 2002-03 totaled $1,101,333 and the request for 2003-04 totals $1,101,333. The purpose of the State Preschool Full-Day Program is to provide full-day educational opportunities for low income families with

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children 3-5 years of age. Families must meet the state guidelines for certification.

4) The Federal Child Care and Development Block Grant services at Grace Child Development Center through 2003-04. Funding for 2002-03 totaled $26,266 and the request for 2003-04 totals $26,266. The purpose of the Grace Child Development Center Program is to provide full day educational opportunities for low income families with children 3-8 years of age. Families must meet the state guidelines for certification.

It should be noted that because of the changing nature of these programs and CCSF's policies, it may become necessary for City College to make a general fund contribution to the State Preschool and Center Based Programs.

Estimated 2003-2004:

	Certificated	Classified	Fringes	Supplies	Other	Equip	Total
Center Based Child Development	64,204	312,777	55,373	0	3000	0	435,354
State Preschool Part-Day	71,949	188,742	47,699	0	1200	0	309,590
State Preschool Full-Day	194,022	703,242	180,469	1,000	22,600	0	1,101,333
Federal Child Care & Dev. Block Grant		23,210	1,900	1,156		0	26,266
Total	**330,175**	**1,227,971**	**285,441**	**2,156**	**26,800**	**0**	**1,872,543**

RECOMMENDATION:

RESOLVED: That authorization be hereby given to submit renewal applications for funds and to appropriate all funds receivable upon approval by the California State Department of Education/Child Development Division for: 1) the Center Based Child Development Program for the fiscal year 2003-04, not to exceed $435,354; 2) the State Preschool Part-Day Program for the fiscal year 2003-04, not to exceed

$309,590; 3) the State Preschool Full-Day Program for the fiscal year 2003-04, not to exceed $1,101,333; 4) the Federal Child Care and Development Block Grant for the fiscal year 2003-04, not to exceed $26,266, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Sandra Handler

CITY COLLEGE OF SAN FRANCISCO

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DATE: November 21, 2002

B14

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS
Authorization to contract with University of California-San Francisco
(Resolution No. 021121-B14)

BACKGROUND INFORMATION:

This resolution seeks the Board's authorization to contract with University of California-San Francisco (UCSF) to establish a post-doctoral research assistant position at UCSF to work on the Fix-a-Gene Project. The candidate who fills this position will perform research on the development of a treatment for a genetic skin disorder called xeroderma pigmentosum (XP), which will serve as the basis for the curriculum created for CCSF's Fix-a-Gene project. This post-doctoral research assistant will work closely with PI/Project Director Valerie Natale and Co-PI Philip Jardim to ensure incorporation of her/his research into the curriculum and subsequent instructional materials.

CCSF received an award from the National Science Foundation in April 2002 to establish the Fix-a-Gene Project (Resolution No. 01115-B27). The project consists of two primary components: (1) developing the aforementioned curriculum and instructional materials that provide community college students with actual research experience as a core part of their instruction, and (2) designing a recruitment strategy to attract a variety of students and retain them.

The contract is for no more than $51,480 for the period of December 1, 2002 through November 30, 2003. Funds are from the first year allocation of the Fix-a-Gene grant from the National Science Foundation.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with University of California-San Francisco to establish a post-doctoral research assistant position for the period December 1, 2002 through November 30, 2003 in the amount not to exceed $51,480 and

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Wing Tsao, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002

B15

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS
Authorization to contract with Santa Rosa Junior College (Resolution No. 021121-B15)

BACKGROUND INFORMATION :

This resolution seeks the Board's authorization for CCSF's Regional Health Occupations Resource Center (RHORC) to contract with Santa Rosa Junior College (SRJC) to provide training for specialty nurses. SRJC will serve as the lead agency in the Santa Rosa Junior College/Napa Valley College and College of Marin Educational Consortium, a subgroup of the Northern and Interior Bay Area RHORC led by CCSF. This initiative is a response to the severe specialty nursing shortages in Sonoma, Marin, and Napa counties.

SRJC will hold training sessions in clusters convenient to the nursing population of the three regions. It will develop curricula appropriate for the specialty areas as identified by the partnership hospitals including: pediatrics, medical/surgery, emergency, perioperative, and labor and delivery. SRJC will also be open to other areas as needed by the hospitals. SRJC will hold the skills laboratory and clinical phase at the partnership hospitals and will train a total of 60 specialty nurses.

Santa Rosa Junior College was chosen as the lead agency because it is considered an educational center for regional health care providers. It has programs for registered nursing, licensed vocational nursing, nursing assistants, home health aides, psychiatric technicians, medical assisting, community health workers, Radiologic technicians, dental assistants, dental hygienists, pharmacy technicians, surgical technicians (in collaboration with Skyline College), and a career ladder from LVN to RN.

The contract is for no more than $91,154 for the period of November 22, 2002 through January 31, 2003. SRJC will be paid through an augmentation received by the RHORC from the State Chancellor's Office in February 2002 (020228-B10).

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Santa Rosa Junior College to provide a specialty nurse training program for the period November 22, 2002 through January 31, 2003 in the amount not to exceed $91,154 and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Robert S. Gabriner, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 021121-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling for June $303,736.38 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 51,027.82
Purchase Orders	207,623.97
Travel/Mileage	45,084.59
GRAND TOTAL:	$ 303,736.38

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: November 21, 2002 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 021121-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 1,988.075.42

James Kendrix, Originator

11/21/02- C2 page 1

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

Attachment A

	A	B	C	D	E	F	G	H	I	J	K
1		**Fund**	**Org**	**Acct**	**Prog**	**Aty**	**Department**	**Vendor**	**Doc #**	**Amount**	**Description**
2	*	UPFX	9320	6302	6120	C	Partnership for Excellence	YBP Library Services	TPA8507	10,000.00	Capital Projects
3		U	0070	5720	6600	S	General Counsel Office	Stubbs & Leone	DPA6662	4,855.22	Legal Services
4		U	2058	4303	6750	S	Professional Development	La Tapatia Mexicatessen	DP99600	5,304.25	Supplies
5		U	3542	5640	6550	S	M&R - Buildings	James Flowers=Services	DPA5012	5,192.23	Housekeeping
6		U	3562	4301	6770	S	College Services	Spicers Paper Inc	PO94902	6,686.86	Supplies
7		U	3562	4301	6770	S	College Services	The Unisource Corp.	PO94903	4,513.60	Supplies
8		U	4024	4301	6200	S	Associate Dean: A&R (Non Cr)	Scantron Corp	PO81728	11,774.86	Supplies
9		U	4026	4303	6200	S	A & R Dean's Office - Credit	Scantron Corp	POA5531	4,125.72	Supplies
10		U	4900	5190	6600	S	Central Services	Mason Tillman Associates, Ltd.	DPA7158	10,741.86	Consulting
11	+	U	4900	5610	6770	S	Central Services	Ebenezer Lutheran Church	LAA6330	10,500.00	Facility Leases
12	+	U	4900	5610	6770	S	Central Services	St. Paul's Presbyterian Church	LAA6331	11,000.00	Facility Leases
13	+	U	4900	5610	6770	S	Central Services	Episcopal Church of the Incarnation	LAA6332	8,070.00	Facility Leases
14	+	U	4900	5620	6770	S	Central Services	SFUSD	LAA0778	175,000.00	Facility Leases
15	+	U	4900	5620	6770	S	Central Services	San Francisco Unified School District	LAA0779	362,370.00	Facility Leases
16		U	5110	4301	6010	C	Provost's Office	Standard Register	POA7709	3,043.44	Supplies
17		U	7257	4302	900	C	Engineering Dept	ComputerLand of Silicon Valley	POA3227	3,168.22	Supplies
18	*	U	7556	5656	4900	C	Tech Mediated Instruction	Intelecom	TPA3836A	4,600.00	Licensing Fees
19		U	8540	4303	6010	N	Academic Admin. - Dwntwn	Office Depot Inc.	ODNL1	3,638.33	Supplies
20		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260D	7,549.70	Retirement
21		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260E	7,676.96	Retirement
22		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260F	7,723.48	Retirement
23		PYRL	9900	9754	9900	S	Payroll Fund	Safeco Life Insurance Co	VP47287A	14,373.50	Retirement
24								**Subtotal Urestricted**		**$ 681,908.23**	
25											
26		434001	8083	6201	7100		Master Planning 2001	Blomquist Consultancy, LLC	DPA5433	7,500.00	Capital Projects
27		432603	8067	6413	7100	T	Wireless Network	SBC DataComm	POA7553	4,892.68	Equipment
28	*	432602	8067	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	75,000.00	Equipment
29	*	432602	8110	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
30	*	432602	8210	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
31	*	432602	8311	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
32	*	432602	8411	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
33	*	432602	8510	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	68,000.00	Equipment
34	*	432602	8610	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
35	*	432602	8710	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment
36	*	432602	8813	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556	10,000.00	Equipment

+ equals annual payments to be paid on a monthly basis

* equals encumbrances to be paid by multiple payments during the fiscal year

Attachment A

	A	B	C	D	E	F	G	H	I	J	K
37	*	432601	8067	6201	7100		Feasibility Stdy Fiber Based MAI	Pacific Communication Associates	CTA2184	45,000.00	Capital Projects
38		432505	8067	6413	7100	T	Server Support	Dell Computer Corporation	POA7552	7,327.01	Equipment
39		432505	8067	6413	7100	T	Server Support	Stealth Network Communications	POA7572	3,702.56	Equipment
40		432001	8710	6203	7100		Seismic Upgrade and Improve.	BPS Reprographic Services	DPA5438	7,848.33	Capital Projects
41		431501	8312	6201	7100		New Chinatown/NB Campus	Blomquist Consultancy, LLC	DPA5433	3,000.00	Capital Projects
42		431501	8312	6201	7100	S	New Chinatown/NB Campus	Creator Models	POA8754	8,137.50	Capital Projects
43		430010	8710	6201	7100	S	Evans Campus Seismic Invest.	Division of the State Architect	DPA5435	12,000.00	Capital Projects
44	*	42144C	8070	6202	7100	H	HS-Visual Arts Exhst & Vent Sys	Construction Testing Services Inc	CTA7201	10,018.00	Capital Projects
45	*	42143C	8812	6202	7100	H	HS-John Adams Canopies	La Ferrara Architects	CTA6126	5,850.00	Capital Projects
46	*	42138C	8812	6202	7100	H	HS-JA Brick Repair & Seismic U	Inspection Services, Inc.	CTA7226	22,500.00	Capital Projects
47		42138C	8812	6202	7100	H	HS-JA Brick Repair & Seismic U	RGA Environmental, Inc.	DPA6013	5,327.90	Capital Projects
48	*	42133C	8070	6202	7100	R	Art Building & Horticulture Impro	Construction Testing Services Inc	CTA7202	3,609.00	Capital Projects
49		42131C	8071	6202	7100	R	REN-Stadium Field Turf	Rogers Athletic Co.	POA5310	5,249.43	Capital Projects
50	*	42118C	8510	6202	7100	H	HS-DTN Fire/Safety Sys Upgr R	Inspection Services, Inc.	CTA6103	24,000.00	Capital Projects
51		42102C	8510	6202	7100	R	Ren-DTn Illumntd Ext Signs-Con	Daktronics Inc	POA8667	42,841.92	Capital Projects
52		42070C	8062	6202	7100	R	Ren-Olmstead Mural Restoratior	Nathan Zakheim Associates	DPA8509	7,000.00	Capital Projects
53	*	420702	8051	6202	7100	H	SM 00-01 #3A-Batml Hall-Replc	Best Roofing & Waterproofing	CTA5436	144,680.00	Capital Projects
54		420700	8062	6202	7100	H	SM 00-01 #1A-Sci Hall-Replc Sv	Independent Electric Supply	POA8671	28,250.16	Capital Projects
55	*	420700	8062	6203	7100	H	SM 00-01 #1A-Sci Hall-Replc Sv	RGA Environmental, Inc.	CTA6006	3,000.00	Capital Projects
56	*	420677	8062	6202	7100	H	SM 00-01 CC-Sci Hall Roof Rep	Inspection Services, Inc.	CTA6101	11,795.00	Capital Projects
57	*	420671	8062	6202	7100	E	SM 00-01 CC-Sci Hall Repl Elec	Inspection Services, Inc.	CTA6102	35,700.00	Capital Projects
58	*	420668	8067	6201	7100	H	SM 99-00 #1A-Carrol St. Wrhse-	Hamilton & Aitken Architects	CT41009B	31,920.00	Capital Projects
59	*	420660	8053	6202	7100	H	SM 99-00 CLOUD HALL REROC	Inspection Services, Inc.	CTA6101	11,795.00	Capital Projects
60	*	420649	8051	6202	7100	H	SM 98-99 PH Bat hall HVAC, Air	Kin Wo Construction, Inc.	CT41476B	9,220.60	Capital Projects
61	*	42045P	8051	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	38,730.70	Capital Projects
62	*	42045P	8051	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	29,804.87	Capital Projects
63	*	42045P	8051	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	7,890.40	Capital Projects
64	*	42045P	8052	6201	7100	C	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	9,891.14	Capital Projects
65	*	42045P	8510	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	40,528.95	Capital Projects
66	*	42045P	8510	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	31,863.39	Capital Projects
67	*	42045P	8510	6201	7100	A	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	10,716.06	Capital Projects
68	*	42045P	8510	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009B	8,427.71	Capital Projects
69		415992	0130	6201	7100	S	Bond 2001 Issuance Prop-Contra	Morgan, Lewis & Bockius LLP	DPA6660	15,585.22	Capital Projects
70		415992	2510	6413	7100	T	Bond 2001 Issuance Prop-Contra	ClubMac Inc	IPA2188A	4,270.56	Equipment
71	*	412841	8070	6202	7100	H	Haz-Mat 99-00 VA Air Quality PI	RGA Environmental, Inc.	CTA6001	4,810.00	Capital Projects
72	*	412817	0130	6202	7100	H	Install Roof over HVAC Fan Rm,	Kin Wo Construction, Inc.	CT41476B	5,879.38	Capital Projects

+ equals annual payments to be paid on a monthly basis

* equals encumbrances to be paid by multiple payments during the fiscal year

Attachment A

	A	B	C	D	E	F	G	H	I	J	K
73	*	412051	0130	6201	7100	S	Central Shops and Warehouse	Hamilton & Aitken Architects	CT41009B	4,200.00	Capital Projects
74		221010	7138	6414	500	C	Hotel/Restaurant	Birite Foodservice	POA5721	5,802.39	Equipment
75	*	213019	7334	5190	6920	N	Orfalea Family Foundation	Kaye M	PSA0917	7,500.00	Consulting
76		211202	7371	5802	2100	S	Ca Early Childhd Mentor 02-03	CCSF Docutech Production Dept.	DPA2708	3,560.34	Avertiising
77	*	211029	7334	4303	6920	N	CCFP-Block Grant-Preschool 02	Safeway Inc.	TPA6303	50,000.00	Supplies
78	*	211029	7334	4303	6920	N	CCFP-Block Grant-Preschool 02	US Grocers Wholesale	TPA6305	3,000.00	Supplies
79	*	211028	7334	4303	6920	N	CCSF-Center Based 02-03	Safeway Inc.	TPA6304	5,643.00	Supplies
80	*	140045	4010	4301	6200	S	Admissions & Records	Prestige Graphics, Inc.	TPA4915A	9,330.00	Supplies
81		140045	4010	5350	6200	S	Admissions & Records	Prestige Graphics, Inc.	DPA5519	11,130.00	Postage
82	*	140045	4010	5350	6200	S	Admissions & Records	Prestige Graphics, Inc.	TPA4910	138,900.00	Postage
83	*	128006	9210	5190	500	N	SF Hotel Partnership Proj-3	Rios O	PSA4362	5,000.00	Consulting
84	*	128006	9210	5190	500	N	SF Hotel Partnership Proj-3	Wong C	PSA4363	4,000.00	Consulting
85		123856	7736	6414	800	C	Instr Equip & Materials 02-03	T & B Sports	POA2437	3,006.00	Equipment
86	*	123855	9320	6302	6120	C	SB735-Inst Equip & Materials 01	Baker & Taylor Inc.	TPA5396	3,400.00	Capital Projects
87	*	123855	9320	6302	6120	C	SB735-Inst Equip & Materials 01	Eastern Book Company	TPA5398	5,400.00	Capital Projects
88	*	123855	9320	6302	6120	C	SB735-Inst Equip & Materials 01	EBSCO Subscription Services	TPA5400	58,485.00	Capital Projects
89	*	123855	9320	6302	6120	C	SB735-Inst Equip & Materials 01	The Gale Group	TPA8501	10,900.00	Capital Projects
90	*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02	Owen R	PSA8008	5,000.00	Consulting
91		123208	7320	6413	6420	C	Disabled Student Excess Cost 02	CDW Government, Inc.	POA8015	7,329.35	Equipment
92	*	121510	7173	5190	6750	S	Vatea IIC 02-03	DACUM California Resource Ctr.	TPA6456	9,375.00	Consulting
93		121331	0082	4302	6110	C	Year 1/T-3 Strengthening/Dev Pr	Linguatronics	PO99100	6,517.64	Supplies
94		121194	5153	5210	6020	S	NSF Biolink 01-02	Marriott Hotel	POA6421	5,425.00	Travel
95	*	121145	7114	5190	6490	N	WIA-Muni Career Ladder	Picar D	PSA6455	11,700.00	Consulting
96	*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	Lee W	PSA0915	5,000.00	Consulting
97	*	121115	7421	5190	7099	S	MOCD/SBDC 01-02	Sanchez-Fulton M	PSA0916	3,000.00	Consulting
98								**Subtotal Restricted**		**$1,306,167.19**	
99											
100							**Total Unrestricted and Restricted**			**$1,988,075.42**	

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239.3000

DATE: November 21, 2002 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: GRANTS
Acceptance of Gifts
(Resolution No. 021121-C3)

BACKGROUND INFORMATION

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

ATTACHMENT A
RESOLUTION: 021121— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
October 2002			
1) Cash	The Garland Bradley Foundation 423 Broadway, #706 Millbrae, CA 94030-1905	Globalization: the New Economy and U.S. Minorities John Whitehead, Coordinator	$ 800.
2) Cash	AFT 2121 311 Miramar Avenue San Francisco, CA 94112	Globalization: the New Economy and U.S. Minorities John Whitehead, Coordinator	$ 1,000.
3) Equipment	Regina Garrett 5073 Fairmont Road SE Smyrna, GA 30082	Film Lab, Ocean Campus	$ 2,000
4) Equipment	Steven Lee MiraiBio 1201 Harbor Bay Parkway, Ste.150 Alameda, CA 94502	Bio-Link- Fluorescence Imaging System	$ 60,000.
5) Equipment	Pat Lockhart 565 Duncan St. San Francisco, CA 94131	10 Ton Porta Power Pulling Machine	$ 700.

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **C4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. Chancellor

Subject: **DISPOSAL OF EQUIPMENT**
Disposal of Personal Property with Insufficient Sales Value
(Resolution No. 021121-C4)

BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray cost of arranging a Sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: " (c) If the Board by a Unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump".

The College has implemented a program where it makes such property available to Got Junk and Scarp Scrounger's center for reusable art parts, non profits organizations, prior to disposal.

RECOMMENDATION:

RESOLVED: That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

BOARD OF TRUSTEES
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DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
31 Pentium 75 mhz	Setco	N/A	N/A		June-95			Chinatown
31 Pentium 200 mhz	USM	N/A	N/A		June-96			Chinatown
Photocopier	Gestetner	5270	N/A		Fall 2000			Batmale Hall
28 Pentium 133 mhz	Setco	N/A	N/A		June-96			Southeast
Pentium 200 mhz	USM	N/A	N/A		June-97			Southeast
Computers -towers/monitors	Micron	N/A	621606-0001		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0002		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0003		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0005		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0006		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0008		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0011		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0012		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0013		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0014		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0015		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0016		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0017		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0018		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0020		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0021		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0022		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0023		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0025		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0026		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0027		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0028		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0029		N/A			Conlan Hall, #3
Computers -towers/monitors	Impress	N/A	621606-0030		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0031		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0032		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0034		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0035		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0037		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0038		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0039		N/A			Conlan Hall, #3

Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Orig. Cost	Appr. Value	Department
Computers -towers/monitors	Micron	N/A	621606-0041		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0043		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0044		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0045		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0048		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0049		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0051		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0053		N/A			Conlan Hall, #3
Computers -towers/monitors	Micron	N/A	621606-0054		N/A			Conlan Hall, #3
Computers -towers/monitors	Impress	N/A	621606-0055		N/A			Conlan Hall, #3
Computers -towers/monitors	Impress	N/A	97040094D		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	97040078D		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802363		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802378		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802524		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802541		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802607		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802613		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802621		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802623		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802633		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802643		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802644		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802646		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802650		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802651		N/A			Conlan Hall, #3
Computers -towers/monitors	Panasonic	N/A	60802652		N/A			Conlan Hall, #3
Projection Panel	nVIEW Corp	ViewframeTFT	178926		N/A			Evans Campus

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G6

DATE: November 21, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 021121-G1-G6)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
+	Brown, Eleanor R	English	Credit
	Chan, Frances C.	Health Care Technology	NonCredit
	Charlton, Kathleen N	Health Care Technology	NonCredit
+	Chin, Emily	English As a Second Language	NonCredit
+	Erwin, Mary C	Biological Sciences	Credit
	Fishman, Susan J.	Health Care Technology	Credit
	Foo-Colon, Beverly A	Counseling Continuing Students	Credit
	Franco, Maria Dolores	Counseling New Students	Credit
+	Fregly, Carol A	English	Credit
+	Gorthy, Michelle K	English	Credit
	Gregory, Linda	Labor Studies	NonCredit
+	Guthrie, Michael J	Biological Sciences	Credit
	Harada-Garcia, Betty M	Counseling International Study	Credit
+	Johnson, Gregory A	Career Dev & Placement Ctr	NonCredit
	Lemley, Jamiel H	Bus/Office Tech/Small Bus	NonCredit
	Lewis, John A	Health Care Technology	Credit
	Loheyde, Kristin I	English As a Second Language	NonCredit
+	Maestre, Jose M	Career Dev & Placement Ctr	Credit
+	Maestre, Jose M	Bus/Office Tech/Small Bus	NonCredit
	McCarthy, Monica R	Counseling Continuing Students	Credit
+	McClain, Laurene W	Social Science	Credit
	McEntee, Barbara J	English	Credit
+	Miller, David A	Automotive/Trade Skills	Credit
*	Mostaghim, Ahmad	Apprenticeship	NonCredit
	Murphy, Harriet G.	Health Care Technology	Credit
	Phillips, Andrea S	African American Scholastic Pg	Credit
	Richards, Johnetta G	Southeast Campus	Credit
*	Richardson, Catherine	Child Dev. & Family Studies	NonCredit
	Romero, Manuel G	Vocational Education	NonCredit
	Rooney, Carol A	Trade Skills	NonCredit
+	Shields, William F	Labor Studies	NonCredit
+	Spingola-Connolly, Jea	Counseling New Students	Credit
	Sztundel, Ksiel Wolf	Labor Studies	NonCredit
+	Thompson, Sarah	Health Science	Credit
*	Vann, Suzanne L	English As a Second Language	NonCredit

Wilson, Joan	English	Credit
Wise, Nicole Y	Counseling New Students	Credit
Wood, Peter M	Technology-Mediated Instruct'n	Credit
Wooten, Warren	Automotive/Trade Skills	Credit
Yee, Rodney	English As a Second Language	NonCredit

G1 Fall 2002: 40

JMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Glanzer, Carole S	English As a Second Language	NonCredit
Keech, Gregory	English As a Second Language	NonCredit
Odell, John Mainard	Broadcast Electronic Media Art	Credit
Podenski, Francine	Broadcast Electronic Media Art	Credit
Small, William L	English As a Second Language	NonCredit

G1 Summer 2002: 5

Total for G1: 45

RESOLUTION 021121-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Hom, Grace	Matriculation	Matriculation-Credit 02-03	Credit

G2 Fall 2002 1

Total for G2: 1

Total Records: 46

021121 – G3
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 020926-G4, Academic Employees Temporary Appts Tenure Review, for the period August 19, 2002 through December 20, 2002, to be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Bergin, Rosemary	26	9		RN	7725
Glanzer, Carole	36	45		ESL	7612
Grass, James	17	35		BIO	7728
Gratch, Bonnie	17	35		LIBR	9320
Smith, Karl	9	17		RN	7725

021121 – G4
Amendment to Resolution

RESOLVED: That Resolution 021107 – G8, Amendment to Resolution (Amending Resolution 010830 – G11, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6%	Fall 2001 through Spring 2002
		Work 73.3% every Fiscal Year for 2 years	Fall 2002 through Spring 2004
		Work 50% every Fiscal Year for 3 years	Fall 2004 through Spring 2007
CHANGE TO:			
Kuusisto, Sharon K.	Foreign Languages/Phelan	Work 86.6%	Fall 2001 through Spring 2002
		Work 73.3% every Fiscal Year for 2 years	Fall 2002 through Spring 2004
		Work ***53.3%*** every Fiscal Year for 3 years	Fall 2004 through Spring 2007

021121 – G5
Amendment to Resolution

RESOLVED: That Resolution 020627 – G11 Department Chairperson Stipends 2002-2003 be amended in part to show the following:

CHANGE FROM:

NAME	DEPARTMENT	STEP	STIPEND
Thiry, Pierre	Computer Networking and Information Technology	1	5,227.00

CHANGE TO:

Thiry, Pierre ***(Fall only)***	Computer Networking and Information Technology	1	5,227.00

021121 – G6
Department Chairperson Stipends 2002-2003

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2002-2003; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Lamha, Carmen (Spring only)	Computer Networking and Information Technology	1	5,227.00

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 021121-H1-H2)

BACKGROUND INFORMATION:

Resolutions 021121-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021121-H1 TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Bedecarrax, Edmund	Mentoring & Seervice Learning	Partnership for Excellence	Credit
	Beisbier, Beverly	English As a Second Language	Telecommunications & Tech 01-02	Credit
	Boone, Anthony G	Contract Education	San Francisco Airport Comm - 39	NonCredit
+	Buford, Sylvia Y	Child Dev. & Family Studies	F & KCE 02-03	NonCredit
+	Burke, Charles J	Mathematics	FSS-ISFP/TPMS - Year2	Credit
+	Chong-Delon, Patty P	Counseling Continuing Students	Year 1/T-3 Strengthening/Dev Progrm	Credit
	Clark, Leslie E	English As a Second Language	FSS-ISFP/TPMS - Year2	Credit
	Dennehy, Ann M.	English As a Second Language	Partnership for Excellence	Credit
+	Devine, Joanne D	Child Dev. & Family Studies	F & KCE 02-03	NonCredit
	Donovan, Sharon Mari	Contract Education	Osaka College - 4	NonCredit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
+	Drucker, Ronald	Chemistry	FSS-ISFP/TPMS - Year2	Credit
+	Drucker, Ronald	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Fowler, Janet E	Mentoring & Service Learning	Partnership for Excellence	NonCredit
	Glines, Emily C	Americorps	Americorp TRDP 02-03	Credit
	Glines, Emily C	Americorps	Americorp ECEL 02-03	Credit
	Ikeda, Vivian S	English As a Second Language	FSS-ISFP/TPMS - Year2	Credit
+	Jabbar, Abdul	Contract Education	Private Company-Various SMCT	NonCredit
+	Jardim, Philip M	Contract Education	Osaka College - 4	NonCredit
+	Johnson, Elaine A	Contract Education	Osaka College - 4	NonCredit
	Leonhardt, Edith A	Contract Education	Osaka College - 4	NonCredit
	Liu, Debra R	Mentoring & Service Learning	Partnership for Excellence	NonCredit
	Lofthouse, Erin J.	English As a Second Language	FSS-ESL Across Curriculum	Credit
	Luster, Frances	Child Dev. & Family Studies	F & KCE 02-03	NonCredit
+	Mogar, Mariannina	Contract Education	Osaka College - 4	NonCredit
+	Nishihira, Robert M.	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Obenchain, Cynthia	Mentoring & Service Learning	Partnership for Excellence	Credit
	Odell, John Main	Broadcast Electronic Media Art	Vatea IIC 02-03	Credit
	Pogge, Crima B	Contract Education	Osaka College - 4	NonCredit
	Pogge, Crima B	Mentoring & Service Learning	Partnership for Excellence	Credit
	Queen, Miriam H.	English As a Second Language	Telecommunications & Tech 01-02	Credit
+	Reyes, Joseph A	Mentoring & Service Learning	Partnership for Excellence	Credit
+	Rico, Stephen M	Contract Education	Osaka College - 4	NonCredit
+	Solow, Michael Alan	Information Technology Srvcs	Telecommunications & Tech 01-02	Credit

ESOLUTION 021121-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

Stein, Ron R.	English As a Second Language	Partnership for Excellence	Credit
Talusan, Edgardo C	Vocational Education	JA-Seton Hall-CAN/LVN Program	Credit
Tatz, Mark J	English As a Second Language	Telecommunications & Tech 01-02	Credit
Vitorelo, Joan C	Mentoring & Service Learning	Partnership for Excellence	Credit
White, Kathleen C	Mentoring & Service Learning	Partnership for Excellence	Credit
Wiese, Katryn P.	Earth Sciences	FSS-ISFP/TPMS - Year2	Credit
Wong Mineta, Christine D	Health Science	Vatea IIIE Tech Prep 01-02	Credit
Wong, Manuel K	Contract Education	Osaka College - 4	NonCredit
Yee, Edna	Student Health	Student Health Fees	Credit

H1 Fall 2002: 43

JMMER 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Buford, Sylvia Y	Child Dev. & Family Studies	F & KCE 02-03	NonCredit
Cheng, Eva Yuen	Child Dev. & Family Studies	FSS/TRDP Y3 CT#01-0137-004	Credit

H1 Summer 2002: 2

Total for H1: 45

tal Records: 45

021121 – H2

Categorically Funded Full-Time Temporary Assignment
SPRING 2003

RESOLVED: That the following named academic employees be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
DONOVAN, Sharon	Child Development & Family Studies	Project Coordinator / Instructor	213022-7334-1120-2100-N FN9677	01/13/03 – 05/23/03
ELZIE, Andrea	Child Development & Family Studies	Child Development & Family Studies Instructor	212064-7334-1120-6920-N FF9284	01/13/03 – 05/23/03
HEARD, Carol	Learning Assistance Program	Monitor	Writing Success Project 121428-6430-1280-6110-C 100% FN9748	01/13/03 – 05/23/03
PROULX, Gregory	Learning Assistance Program	Instructional Coordinator / Writing Success Project	Writing Success Project 121331-0082-1220-6190-C 20% 121428-6430-1220-6110-C 80% FN9775	01/13/03 – 05/23/03 01/13/03 – 05/23/03
VELLENO, Dianne	Child Development & Family Studies	Health Educator/State Preschool Instructor	212113-7334-1250-6920-N FN9766	01/13/03 – 05/23/03
WONG, Manuel	Child Development & Family Studies	Instructor/Coordinator	213902-7334-1120-2100-C FN9647	01/13/03 – 05/23/03

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **L1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Authorization to amend employment Contract (s)
(Resolution No. 021121 - L1)

BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

RECOMMENDATION:

RESOLVED: That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

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DR. PHILIP R. DAY, JR., CHANCELLOR

a) INSURANCE COMPANIES	Bi-Weekly AMOUNT
AIM	400.00
AIM	400.00
GALIC	317.00
Met Life	100.00
Met Life	50.00
Northern Life	534.00
Paul Revere	75.00
Security First	200.00
USG Annuity	150.00
VALIC	100.00

b) CUSTODIAL ACCOUNTS	BI-WEEKLY AMOUNT
American Fund	200.00
American Fund	500.00
Franklin	350.00
Janus	50.00
Vanguard	493.00
Vanguard	100.00
Vanguard	423.00
Vanguard	1,000.00
Vanguard	

c) TERMINATION/CANCELLATIONS	Bi-weekly AMOUNT
American Fund	462.00
GALIC	480.00
Investors Fiduciary Trust	300.00
Janus	423.00
Nationwide	534.00
Oppenheimer	200.00
Pioneer	50.00
Vanguard	100.00
Vanguard	464.00

URTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contributes to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: November 21, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Community Services Classes
City College of San Francisco
(Resolutions 021121-N1)

BACKGROUND INFORMATION:

Resolutions 021121-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021121-N1

TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Mazhar, Naeem	Community Services	NonCredit
Rich, Lawrence A	Community Services	NonCredit

N1 Fall 2002: 2

Total for N1: 2

Total Records: 2

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **Q1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SETTLEMENT
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Nathan Atkinson, and the San Francisco Community College District
(Resolution No. 021121-Q1)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Nathan Atkinson, the Administration has negotiated with Nathan Atkinson through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Nathan Atkinson in return for AFT Local 2121's and Nathan Atkinson's release of the District from all claims, demands, grievances, further obligations and liability arising out of Nathan Atkinson's employment with the District.

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Nathan Atkinson in return for AFT Local 2121's and Nathan Atkinson's release of the District from all claims, demands, grievances, further obligations and liability arising out of Nathan Atkinson's employment with the District.

FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Nathan Atkinson, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Nathan Atkinson.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such

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Settlement Agreement and Release of All Claims Between AFT Local 2121, Nathan Atkinson, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **Q2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SETTLEMENT**
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, John D. Seckman, and the San Francisco Community College District
(Resolution No. 021121-Q2)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of John D. Seckman, the Administration has negotiated with John D. Seckman through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and John D. Seckman in return for AFT Local 2121's and John D. Seckman's release of the District from all claims, demands, grievances, further obligations and liability arising out of John D Seckman's employment with the District.

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and John D. Seckman in return for AFT Local 2121's and John D. Seckman's release of the District from all claims, demands, grievances, further obligations and liability arising out of John D. Seckman's employment with the District.

FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, John D. Seckman, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of John D. Seckman.

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FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, John D. Seckman, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **Q3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SETTLEMENT**
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Amy Conger, and the San Francisco Community College District
(Resolution No. 021121-Q3)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Amy Conger, the Administration has negotiated with Amy Conger through her Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Amy Conger in return for AFT Local 2121's and Amy Conger's release of the District from all claims, demands, grievances, further obligations and liability arising out of Amy Conger's employment with the District.

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Amy Conger in return for AFT Local 2121's and Amy Conger's release of the District from all claims, demands, grievances, further obligations and liability arising out of Amy Conger's employment with the District.

FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Amy Conger, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Amy Conger.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Amy Conger, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415 239.3000

DATE: November 21, 2002 **Q4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SETTLEMENT
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Zonia Olsen, and the San Francisco Community College District
(Resolution No. 021121-Q4)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Zonia Olsen, the Administration has negotiated with Zonia Olsen through her Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Zonia Olsen in return for AFT Local 2121's and Zonia Olsen's release of the District from all claims, demands, grievances, further obligations and liability arising out of Zonia Olsen's employment with the District.

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Zonia Olsen in return for AFT Local 2121's and Zonia Olsen's release of the District from all claims, demands, grievances, further obligations and liability arising out of Zonia Olsen's employment with the District.

FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Zonia Olsen, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Zonia Olsen.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Zonia Olsen, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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DR. PHILIP R. DAY, JR., CHANCELLOR

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between November 7 and November 21, 2002, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, November 7 – 21, 2002.

Grant proposals requesting less than $500,000:

San Francisco Department of Public Health (DPH) – City College of San Francisco will receive funds from the San Francisco DPH to conduct new, short-term classes on Child Seat Safety. Courses will be taught in Spring 2003. CCSF will receive funds not to exceed $7,000 during the period of January 14 – May 23, 2003.

Linda Squires-Grohe, Originator

Temple University – CCSF's Project SHINE received an award from Temple University for the continuation of the program during the 2002 – 2003 school year. Funds will support overall coordination of students who volunteer during each semester to tutor elderly immigrants studying for the INS naturalization in CCSF citizenship classes. CCSF received funds in the amount of $21,000 for the period of November 22, 2002 – August 14, 2003.

Frank Chong, Originator

United Way of the Bay Area – CCSF's Department of Child Development and Family Studies submitted a request for and received funds from the United Way of the Bay Area to provide leadership development activities to emerging Early Care and Education leaders. Activities include a retreat, a dinner/lecture series, and a final evaluation session. The amount requested is $60,000 for the period of December 1, 2002 to December 3, 2003.

Sandra Handler, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **S1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
Adopting a Successor Collective Bargaining Agreement between the San Francisco Community College District and the Department Chairperson Council, for the period January 1, 2003, through December 31, 2005
(Resolution No. 021121-S1)

BACKGROUND INFORMATION:

On May 30, 2002, by Resolution No. 020530-S1, the Board of Trustees presented the Initial Proposals of the Department Chairperson Council ("DCC") and of the San Francisco Community College District ("District") for a Successor Collective Bargaining Agreement and established the June 2002 public Board of Trustees Meeting for public response to the Initial Proposals. On June 27, 2002, by Resolution No. 020627-S5, the Board of Trustees adopted the Initial Proposal of the District for a Successor Collective Bargaining Agreement, after public comment. On October 30, 2002, representatives of the District and of the DCC reached tentative agreement on the provisions of a Successor Collective Bargaining Agreement ("Agreement") on behalf of the District and the DCC for the period January 1, 2003, through December 31, 2005. On November 14, 2002, the DCC ratified the Agreement. The Board of Trustees, pursuant to Government Code Section 3547.5, has disclosed at a public meeting the major provisions of the Agreement, including costs to be incurred under the Agreement for the time period covered by the Agreement.

RECOMMENDATION:

RESOLVED: The Board of Trustees of the District approves, ratifies and adopts the Agreement reached between the District and the DCC, a copy of which is on file with the Secretary of the Board of Trustees and by this reference is made a part of this Resolution as though fully set forth herein, and that the term of said Agreement be from January 1, 2003, through December 31, 2005;

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FURTHER BE IT RESOLVED: The Chancellor and the Vice Chancellor of Finance and Administration, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **S2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr.,Chancellor

Subject: **SPECIAL**
Presenting the Initial Proposals of the Service Employees International Union, Local 790, and of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in December 2002 for Public Response to the Initial Proposals
(Resolution No. 021121-S2)

BACKGROUND INFORMATION:

The Collective Bargaining Agreement between the San Francisco Community College District ("District") and the Service Employees International Union, Local 790 ("SEIU") will expire under its own terms on June 30, 2003. On November 20, 2002, representatives of the SEIU submitted to the Board of Trustees, through the Administration, the SEIU's Initial Proposals for a Successor Collective Bargaining Agreement. The Administration, on behalf of the Board of Trustees, has prepared the District's Initial Proposals for a Successor Collective Bargaining Agreement. Government Code Section 3547 reads in relevant part that (a) all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records, and (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby publicly presents the Initial Proposals of the SEIU and of the District for a Successor Collective Bargaining Agreement, copies of which are on file with the Chancellor's office, are available for inspection, and are hereby incorporated by reference as part of this Resolution;

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FURTHER BE IT RESOLVED: That a Special Order of Business be placed on the Agenda for a public Board of Trustees meeting in December 2002 to enable members of the public to express themselves regarding the Initial Proposals.

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **S3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Authorization to establish a Deferred Compensation Plan and to issue a Request for Proposal for a Plan Administrator.
(Resolution No. 021121-S3)

BACKGROUND INFORMATION:

Last year Congress passed the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA), which eliminated the requirement that participants in both a Section 403(b) and a Section 457(b) deferred compensation plan aggregate their contributions to the plans under a combined limit. Prior to EGTRRA, individuals who contributed to both a 403(b) and a 457(b) plan were subject in aggregate to the limit applicable to Section 457(b) plans, which was less than the limit applicable to Section 403(b) Plans. As a result the District maintained only a 403(b) plan with it's higher annual contribution limit. Since the passage of EGTRRA, District employees will be able to make the maximum contribution to both the 403(b) and 457(b) plans. For 2003, District employees will be able to contribute on a tax-deferred basis, $12,000 to each plan plus an additional $2,000 to each plan if they are at least fifty years old.

Maintenance of both a 403(b) and a 457(b) Deferred Compensation Plan will effectively double the amount of income District employees will be able to save each year on an income tax deferred basis, and will maintain the District's competitive position for hiring new employees.

Section 457(b) Plans require the employer to maintain a formal plan which makes investment options available that are appropriate to a retirement plan, and allows the District to contract with a plan administrator to carry out the record keeping and tax compliance functions for the plan, as well as providing educational services to participants about retirement planning and investment selection. Any charges for services performed by the plan administrator will be born by the plan participants. The District will conduct a competitive process, including issuance of a Request for Proposal, to select the administrator who

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provides the best combination of investment options and service at minimal cost to the participants.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to establish a Deferred Compensation Plan subject to the requirements of Internal Revenue Code Section 457(b), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to conduct a competitive process to select an administrator for the Section 457(b) Plan.

Peter Goldstein, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: November 21, 2002 **S4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Subcontracts Related to Grants
(Resolution No. 021121-S4)

BACKGROUND INFORMATION:

This resolution authorizes the Chancellor to approve all grant-funded subcontracts less than or equal to $50,000 in cases where approval for the appropriation of funds for that grant (if applicable) has been received per S-Resolution 020228-S5. S-Resolution 020228-S5 authorizes the Chancellor to approve the appropriation of grant funds when the funder's matching requirement does not exceed $50,000.

Grant-funded subcontracts that exceed $50,000 will require Board approval.

The Chancellor shall submit a monthly Information Only Report to the Board on the status of grant-funded subcontracts.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to the Chancellor to approve grant-funded subcontracts less than or equal to $50,000, and

FURTHER BE IT RESOLVED: That the Chancellor shall also submit Information Only monthly reports to the Board on the status of grant-funded subcontracts.

FURTHER BE IT RESOLVED: That such subcontracts be subject to Board action pursuant to Education Code section 81655.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Dr. Philip R. Day, Jr., Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

DATE: November 21, 2002

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on contracts under $15,000,
Office of Facilities Planning, City College of San Francisco
(021121-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Martin M. Ron Associates, Inc.** – Chinatown/North Beach Campus, Civil Site Surveying Services, $10,000.00, 2001 General Obligation Bond. For boundary and topographical survey.

CITY COLLEGE OF SAN FRANCISCO

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community College District

Subject: Report on contracts under $50,000, Office of Vocational Education, City College of San Francisco, November 2002.

This report is for information only on contracts that the Office of Vocational Education negotiated or amended under $50,000 for the month of November, 2002.

- San Francisco Works – Contract total $1,037, term November 5, 2002 to December 20, 2002, for coordinating curriculum with the On-ramp Program.

Originator: Phyllis G. McGuire

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DR. PHILIP R. DAY, JR., CHANCELLOR

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **November 21, 2002**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(021121 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Wall, Jesse D.	Full-time	Physics	Ocean	12/22/01

Originator: Clara Starr

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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: DOWNTOWN CAMPUS
CONFERENCE ROOM, room 220
800 MISSION STREET, SAN FRANCISCO

DATE: **THURSDAY, DECEMBER 19, 2002**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: DOWNTOWN CAMPUS
AUDITORIUM , Room 821
800 MISSION STREET, SAN FRANCISCO

DATE: **THURSDAY, DECEMBER 19, 2002**

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

    a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

    b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

    c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

CITY COLLEGE OF SAN FRANCISCO

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AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

DOWNTOWN CAMPUS CONFERENCE ROOM
ROOM 220

800 MISSION STREET
San Francisco
THURSDAY, DECEMBER 19, 2002
5:00 P.M.

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I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)

Property:	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (G.C. 54956.9(a))

1. O'Brien v. SFCCD
San Francisco Superior Court Case, CGC-02-414998

2. Womack v. SFCCD
San Francisco Superior Court Case, CPF-02-500892

2. Balistreri v City College of San Francsico
San Francisco Superior Court Case, CGC-02-411805

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – 2 cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

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D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

DOWNTOWN CAMPUS
AUDITORIUM, Room 821
800 MISSION STREET
San Francisco

Thursday, December 19, 2002

Open Session - 6:00 p.m.

I. Roll Call

II. Pledge of Allegiance

III. Approval of Minutes
Regular Meeting Minutes – November 21, 2002

IV. Adoption of Resolutions Agenda

V. Approval of Consent Agenda Items as Listed

VI. Special Presentations
- Downtown Project – Stephen Glick

VII. Monthly Financial Report – James Kendrix & Peter Goldstein

VIII. Action on Other Resolutions Agenda Items

IX. Report from Constituent Groups

- Academic Senate - David Yee, President
- Associated Students - Kevine Boggess, President
- Classified Senate - Alice Munoz-Shvarts, President

X. Board of Trustees' Report

XI. Chancellor and Staff Reports

XII. Closed Session Announcements - Legal Counsel Ronald Lee

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XIII. Requests to Speak

XIV. Adjournment

FINANCE

GENERAL FUND

B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended September 30, 2002.

CAPITAL OUTLAY

B2 - Authorization be given to contract with Treadwell & Rollo, Rutherford & Chekene, and Ninyo & Moore from January 1, 2003 through September, 2007 for special services and advice to provide the District with geotechnical consulting services, for these three Projects, respectively: Chinatown/North Beach Campus Geotechnical Consultant at a cost not to exceed $210,000.00; Community Health & Wellness Center Geotechnical Consultant at a cost not to exceed $190,000.00; and Joint Use Academic Facility Consultant at a cost not to exceed $190,000.00

B3 - Authorization be given to pay EHDD/Barcelon & Jang and Skidmore Owings & Merrill a $10,475 honorarium each for providing the District with a project conceptual design and site model for the Chinatown/North Beach Campus *c

B4 - Authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2003 through December 31, 2003,

B5 - Authorization be hereby given to contract with the lowest responsible bidder, __, for the Conlan Hall Student Testing Center Project, to be completed on or before April 2003, at a cost of not to exceed $__, *c

B6 - Authorization be hereby given to contract with NBH Solution, LLC for special services and advice to provide the District with Technology Planning Management Services for technology portion of the 2001 Proposition "A" Bond Capital Improvement Program for a twelve (12) month period from January 1, 2003 through December 31, 2003 for total fee not to exceed $158,000 *c

B7 - Authorization for two (2) Contract Modification(s) totaling $228,000.00 for Special Services Contract(s) and Construction Contract(s) *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

B8 - Authorization be given to modify the contract with Barcelona & Jang Architects to increase the contract amount to $210,000.00, extend the contract time to June 30, 2004 and fund the services with Proposition A 2001 General Obligation Bond funds

GRANTS/CONTRACTS

B9 - Authorizations to extend, renew, or amend resolutions as indicated in the table existing Grants/Contracts *c

B10 - Authorization be hereby given to the District, as a SFITC member, to be a subcontractor to the Private Industry Council of San Francisco (PIC) to provide instruction, coordination and technical support on the Department of Labor H-1B Technical Skills Grant for the period of January 1, 2003 until June 30, 2004, in the amount not to exceed $200,000 *c

B11 - Authorization be hereby given to accept and appropriate all grant funds from the VTEA, Title 1-B State Leadership Economic Development Regional Consortium for the period of January 1, 2003 to June 30, 2003 for a total not to exceed $10,000 *c

B12 - Authorization be hereby given to the District to apply for and to accept and distribute the amount of $1,400,000 from the California Department of Education for the California Early Childhood Mentor Program *c

B13 - Authorization be hereby given to contract with Passages Educational Tours for logistical and program arrangements to and within Italy in connection with a credit program, from July 2 to 21, 2003 *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

HUMAN RESOURCES

G1-9 - Academic Employees, Credit Program, District Funded *c

H-1-3 - Academic Employees, Credit Program, Categorically Funded *c

L1 - Amending employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or *c

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

contributions, and (c) termination of the amendment to employment contract

N1 - Academic Employees, Community Services Classes *c

POLICY

P1 - Amending the SFCCD Policy Manual by Adding Section 1.12 Unlawful Discrimination Policy and Deleting Sections 3.29 – Sexual Harassment – Employees, Section 5.08 – Sexual Harassment – Students, and Section 5.07 – Equal Educational Opportunity for Students

SPECIAL

S1 - Adopting the San Francisco Community College District's Initial Proposal to the Service Employees International Union, Local 790, for a Successor Collective Bargaining Agreement, After Public Comment

S2 - Presenting the Initial Proposals of the American Federation of Teachers, Local 2121, and of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in January 2003 for Public Response to the Initial Proposals

S3 - Adoption of CCSF Strategic Plan

Information only

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **January 30,2003**
South East Campus
1800 Oakdale Avenue
San Francisco

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c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended September 30, 2002.
(Resolution No. 021219-B1)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending June 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended September 30, 2002 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO

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DATE: December 19, 2002 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contracts – Geotechnical Engineering Services
Treadwell & Rollo, Rutherford & Chekene, and Ninyo & Moore
(Resolution No. 021219-B2)

BACKGROUND INFORMATION:

Projects: Chinatown/North Beach Campus Geotechnical Consultant
Community Health & Wellness Center Geotechnical Consultant
Joint Use Facility for Child Development, Health Care Studies, and Teacher Training Geotechnical Consultant

The College used a comprehensive outreach effort to encourage prospective geotechnical engineering firms and sub-consultants to respond to the "Request for Qualifications" for the Geotechnical Consulting Services for the Chinatown/North Beach Campus, Community Health & Wellness Center, and the Joint Use Academic Facility. Nineteen (19) RFQ booklets were issued to respondents. To more completely understand the selection process, interested firms were invited to an informational meeting where the details of the selection process were discussed, including the importance of complying with the College's new SLBE policy and the related goals for participation. Fifteen (15) individuals attended the informational meeting, and nine (9) geotechnical engineering firms submitted responses to the RFQ. A diverse 3-member selection committee reviewed these nine (9) responses.

Each committee member read all of the responses and rated each submittal according to the same criteria published in the RFQ and reviewed at the informational meeting. These criteria included demonstrated experience with geotechnical evaluations for design and construction of high-rise buildings in San Francisco, including underpinning and shoring, knowledge of geologic hazards and seismic conditions of the Bay Area, and experience with the Division of the State Architect approval process.

Norma Nelson, Contract Compliance Officer, also reviewed the submittals to determine compliance with the College's stated goals for SLBE participation. Additional points were awarded to the scores of those submittals where the geotechnical consulting firms were certified SLBEs.

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After the review of the submittals, all nine (9) firms met the selection criteria and were invited to interview. The selection committee met to establish the questions that would be asked during the interview, and these were reviewed by the Contract Compliance Officer. The questions covered in greater depth the knowledge and experience required of the geotechnical firms.

As stated in the RFQ, the highest ranked firm would be assigned to the Chinatown/North Beach Campus; the second ranked firm to the Community Health & Wellness Center, and the third ranked firm to the Joint Use Academic Facility. After the interviews, the first, second, and third ranked teams were: 1) Treadwell & Rollo, 2) Rutherford & Chekene, and 3) Ninyo & Moore. They were recommended to the Chancellor for the Chinatown/North Beach Campus, Community Health & Wellness Center, and Joint Use Academic Facility projects, respectively.

The services provided by the prime consultant and their sub-consultants may include, but are not limited to: field explorations; laboratory analyses; geologic hazards evaluations; geotechnical investigations, including recommendations for foundation design, shoring, underpinning and dewatering; and construction observation and other services.

Preliminary budgets for these three contracts have been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget. These contracts for geotechnical consulting services will be paid with funds from Proposition A 2001 General Obligation Bonds.

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Treadwell & Rollo, Rutherford & Chekene, and Ninyo & Moore from January 1, 2003 through September, 2007 for special services and advice to provide the District with geotechnical consulting services, for these three Projects, respectively: Chinatown/North Beach Campus Geotechnical Consultant at a cost not to exceed $210,000.00; Community Health & Wellness Center Geotechnical Consultant at a cost not to exceed $190,000.00; and Joint Use Academic Facility Consultant at a cost not to exceed $190,000.00, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO

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DATE: December 19, 2002 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Conceptual Design Honoraria - EHDD /Barcelon & Jang and Skidmore Owings & Merrill (Resolution No. 021219-B3)

BACKGROUND INFORMATION:

Projects: Honoraria for Chinatown/North Beach Campus Conceptual Designs - RFQ for Architectural/Engineering Services

In August 1998, the Friends of the Colombo Building et al. filed a lawsuit against City College related to the College's proposal for a new Chinatown/North Beach Campus. In June 1999, the two parties settled the lawsuit with a formal agreement that committed the College to preserving the Colombo Building and also included several provisions regarding the design of the new campus. Specifically, the agreement created an Architectural Selection/Design Review Committee (ASDRC) comprised of ten members including at least four representatives from the Friends of the Colombo Building. The settlement agreement also stipulated that the ASDRC will make the final recommendation for selecting the Project Architect as well as the final recommendation for the design of the project to the College Board of Trustees. The settlement agreement also stipulates that a preservation architect be retained to serve in an advisory capacity to the ASDRC during the architectural selection process as well as during the design and construction of the project. The preservation architect, Jay Turnbull, is serving in this capacity. Mr. Turnbull recommended, and the ASDRC concurred, that an honorarium should be given to each architectural firm participating in the conceptual design interview. The Committee felt that the honorarium would result in better participation and presentations by the firms. The two final firms participating in the conceptual design interviews proposed that the College commission a site base model that each firm could use for demonstrating their respective building designs. Again the preservation architect, with the concurrence of the ASDRC, believed the model to be of significant value in their evaluation and final selection of the proposed architectural firm. The College asked the firms to obtain the model on its behalf. The College retains possession and ownership of the site base model and intends to use the model during the design phases of the project.

As part of the selection process, described in the Chinatown/North Beach Campus RFQ for Architectural/Engineering Services, the teams selected for the Final Interviews were required to submit a conceptual design for the project. EHDD/Barcelon & Jang and Skidmore Owings & Merrill were the two teams selected for the Final Interviews.

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Accordingly, they shall be paid five-thousand dollars ($5,000) each for their conceptual design submittal.

Furthermore, during the RFQ conceptual design development, the District commissioned from EHDD/Barcelon & Jang and Skidmore Owings & Merrill a project site model to be used throughout the project duration as a visual aid and communication tool. The cost of the model was $10,950, and was borne equally ($5,475) by both teams. Thus, the amount of the honorarium for each team should be increased to $10,475 (ten-thousand four-hundred dollars) to cover both the conceptual design and the site model.

The honoraria for conceptual design submittals and site model will be paid with funds from Proposition A 2001 General Obligation Bonds.

RECOMMENDATION:

RESOLVED: That authorization be given to pay EHDD/Barcelon & Jang and Skidmore Owings & Merrill a $10,475 honorarium each for providing the District with a project conceptual design and site model for the Chinatown/North Beach Campus, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 19, 2002 **B4**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract – Merle E. Cannon
(Resolution No. 021219-B4)

BACKGROUND INFORMATION:

The Board of Trustees authorized the District's contract with Mr. Cannon in June 1997. This resolution is an authorization to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five-Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for the period January 1, 2003 through December 31, 2003. Mr. Cannon is recognized as an expert on these matters and plaid a critical role in the College's preparation of FPP's last year for the Joint Use Facility and John Adams Campus Seismic Upgrade projects submitted to the State Chancellor's Office.

The special services and advice provided by Mr. Cannon includes the preparation of a comprehensive Five-Year Capital Outlay Construction Plan for the 2003 submittal to the State Chancellor's Office. The Five-Year Capital Outlay Construction Plan is the basis for all State funded capital outlay projects for the next five years. The District is very pleased with Mr. Cannon's expertise and knowledge of the complex State funding process for facilities. Mr. Cannon formerly served as a consultant to the State Chancellor's Office where he developed guidelines for Five-Year Construction Plans and Space Inventory.

This contract, to the extent possible, will be paid with funds from Proposition A 2001 General Obligation Bonds. Additional funds will be charged to the unrestricted general fund.

RECOMMENDATION:

RESOLVED: That authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2003 through December 31, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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CITY COLLEGE OF SAN FRANCISCO

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DATE: December 19, 2002 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
Bids to received at 10:00 am on Wednesday 11 December 2002
(Resolution No. 021219-B5)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus, Conlan Hall, Student Testing Center Project

The District publicly advertised the Bid Invitation for the Conlan Hall Student Testing Center Project and received __ bids. The District wishes to contract with the lowest responsible bidder, __, for the Project. This Project consists of remodeling an existing room into a new student testing center.

The Project is funded with Proposition A 2001 General Obligation Bonds.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, __, for the Conlan Hall Student Testing Center Project, to be completed on or before April 2003, at a cost of not to exceed $__, and,

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
With David Liggett

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CITY COLLEGE OF SAN FRANCISCO

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DATE: December 19, 2002 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Contract for Special Services – NBH Solutions, LLC
(Resolution No. 021219 – B6)

BACKGROUND INFORMATION:

Project: *Project Planning and Management Services for The 2001 Prop "A" Bond Capital Improvement Program*

NBH Solutions has provided leadership, management and consulting expertise in support of the information technology projects funded by the 2001 Bond. During this calendar year, NBH Solutions planned and provided project management in support of the college's completion of campus network infrastructure, guided the development of the desktop upgrade plan that is currently underway, helped plan the upgrade of intra-campus and internet connectivity, worked to develop the management and technical support structures and standards essential to support the new computing environment at CCSF, helped define the methods and curriculum for training faculty and staff in the use of new technologies, aided the college in selection of a new network manager, developed an approach to support a voice system upgrade, managed the organization and delivery of a Feasibility Study on Fiber Optic Connections between college locations, and has begun initial planning for the next generation network that will transmit voice, data and video signals between college campuses.

While much progress has been made, additional direction, management and technical expertise is required for the college to complete the projects funded by the 2001 bond. Principal among these projects is the design and implementation of a converged network that builds upon on our newly completed on-campus network to enhance district-wide communications. This new communications infrastructure will carry voice, data and video transmissions between campuses and is a major, complex project that will ultimately provide all communications throughout the district. This final piece of our new communications infrastructure requires the design of a new telephone solution, the introduction of a digital technology to replace our antiquated analog video

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08

technology, and the convergence of all communications signals on one backbone.

Given the improvement in services and the recurring savings offered by improved inter-campus connectivity, it is important that the college quickly build upon its successes. This complex project and other related initiatives require the services of NBH Solutions because this firm has supported the college during our first year of 2001 bond technology projects and can leverage this experience and knowledge to efficiently and effectively manage our information technology projects and services during the next year.

CORPORATE PROFILE

NBH Solutions specializes in the provision of technical solutions and project management for higher education. NBH Solutions provides leadership as well as strategic and operational technology consulting with the aim of helping institutions improve their use of technology.

Under this contract, Richard Middaugh, CEO of NBH Solutions LLC, will serve as the primary consultant for City College. Mr. Middaugh has more than twenty-five years experience in higher education serving as a Chief Information Officer, technology consultant and administrator, and teacher. Mr. Middaugh served on the Technology Advisory Board for CARS Information Systems, guiding the development of software solutions; as a Vice President for Jenzabar, a higher education software vendor; and, has provided consulting project management, and technical expertise in support of technology for more than thirty colleges and universities. In addition, Alex Kennedy will provide network expertise in the areas of technology integration, converged voice, data and video networks, and the delivery of video services to both the classroom and desktop.

WORK SCOPE SUMMARY

The District needs technical planning and management services to ensure that the second phase of the technology projects funded by the 2001 bond issue get off to an efficient and effective start. In particular, the District needs assistance in pursuing appropriate solutions in upgrading its telephone/telecommunication systems and a campus-to-campus connectivity configuration that best supports classroom educational technology and two-way inactive voice/video distribution. Therefore, the District wishes to contract with NBH Solutions, LLC for Special Services and Advice to provide the District with project planning management services for the 2001 Proposition "A" Bond Capital improvement program for a twelve (12) month period from January 1, 2003 thru December 31, 2003. NBH will be responsible for providing technical assistance

on the network design and its applications for purposes of achieving the District's objectives with Phase 2 of its technology conversion/update project.

Under the direction of the Chancellor, the District's Information Technology Services will administer the special services and advice provided under this contract. Expenditures incurred under this contract will be paid for with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue. The special services and advice services provided by NBH Solutions, LLC would include:

Providing technical leadership, project planning and project management in support of college-wide computer network, telephone/telecommunication upgrades, and other technology initiatives funded by the bond.

NBH Solutions will provide technical leadership, guidance and consultation to assigned staff and/or contractors and consultants in the areas of:

1. Classroom education technology
2. Network design
3. Network security
4. Network access
5. Next generation networks (integrating voice, video, data)
6. Network management and upgrade
7. Network staffing
8. Voice system upgrade
9. Technology planning

In addition, NBH Solutions will provide direction, project planning and management to establish controls, budgets, specific project schedules, project milestones, quality assurance, and project deliverables related to:

1. Inter-campus connectivity
2. Network services deployment
3. Desktop support services design and deployment
4. PBX/Voice system replacement
5. Technology integration

The consultants from NBH Solutions will work with, direct, and guide the selection of outside consultants, contractors and vendors for networking and technology upgrades; direct and guide the assigned staff and/or outside consultant team to establish control budgets, project schedules, and implementation methods; direct and

guide the assigned staff and/or outside vendor teams to ensure that project budgets and schedule requirements are fulfilled as called for by the college.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with NBH Solution, LLC for special services and advice to provide the District with Technology Planning Management Services for technology portion of the 2001 Proposition "A" Bond Capital Improvement Program for a twelve (12) month period from January 1, 2003 through December 31, 2003 for total fee not to exceed $158,000,and

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, with such cost initially advanced by the district and subsequently reimbursed by bond funds when they become available, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

DATE: December 19, 2002

B7

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **CAPITAL OUTLAY**
Authorization for three (3) Contract Modification(s) totaling $348,636.00 for Special Services Contract(s) and Construction Contract(s)
(Resolution No. 021219-B7)

BACKGROUND INFORMATION:

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
A	990930-B7 Architectural & Engineering Services Downtown First Floor Renovation	Barcelon & Jang Architects (Architectural/ Engineering Consultant)	$45,167.00	$43,333.00	CM #2 $120,636.00	$209,136.00	**Project allotment: $2,529,300.00** **Project Encumbered & Paid to Date: $138,847.16** Fees paid to Architect for construction documents and construction administration phases of project. (Original authorization was for design services funded with 1997 General Obligation Bond funds) Part of the fees for this project will be funded by the Prop "A" 2001 Bond.
B	010118-B5 Project Management and Construction Management Services for 1997 General Obligation Bond, Scheduled maintenance and Hazardous Substance Abatement Projects	Zahn Group Inc. (Project Management and Construction Management)	$150,000.00	$85,000.00	CM#2 $60,000.00	$295,000.00	**Project allotment: $235,000.00** **Project Encumbered & Paid to Date: $186,532.37** Additional project management and construction management services on various Capital Outlay projects, including Conlan Hall Student Testing Center Project and Conlan Hall Ventilation System Maintenance and Repair Project for 2 months from January 1, 2003 to March 1, 2003

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	ORIGINAL CONTRACT AMOUNT	PREVIOUS CONTRACT MODIFICATION(s) AMOUNT	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	COMMENTS
C	010130-B7 Project Management and Construction Management Services for 1997 General Obligation Bond, Scheduled maintenance and Hazardous Substance Abatement Projects	Turner (Project Management and Construction Management)	$50,000.00	$242,840.00	CM#4 $168,000.00	$460,840.00	**Project allotment: $292,840** **Project Encumbered & Paid to Date: $237,721.00** Additional project management and construction management services on Evans Campus Seismic Upgrade and Renovation Project for 9 months from January 1, 2003 to October 1, 2003.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Authorization to Contract with Passages Educational Tours to Offer a Study Abroad Program in Italy, July 2-21, 2003
(Resolution No. 021219-B8)

BACKGROUND INFORMATION:

On September 26, 2002, the Board of Trustees adopted resolution no. 020926-B10 authorizing the San Francisco Community College District to conduct an excursion to Italy and to request proposals from qualified contractors to provide the necessary transportation and on-site logistical services associated with offering a Study Abroad Program in Italy.

On October 8, 2002, A Request for Proposal, City College of San Francisco International Education Program, "Summer in Italy, 2003" was mailed to two agencies which provide travel services in Italy. The closing date for receipt of proposals was October 28, 2002. Two proposals were received, as follows:

Name of Company	Passages		Journeys of Discovery	
number of students	*15-19*	*20-25*	*15-19*	*20-25*
Land Package	$3423	$3248	$3045	$2845
R/T airfare	$690	$690	$950	$950
Student Insurance	$36.75 (included)		$40 (included)	
Liability Insurance	$3 million		$5 million	
Program Price:	**$4063**	**$3888**	**$3995**	**$3795**

Based upon a comparison of our program criteria, and their understanding of our requirements, their company policies, and their suggested activities, we are now requesting to contract with the company of Passages Educational Tours to provide the necessary travel arrangements for a "Summer 2003 in Italy" program.

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The program will offer transferable credit in Biology and Art History. The costs of the program will be borne by the students. The District shall not expend any funds for transportation, housing, meals or incidentals.

Passages will work closely with the Financial Aid Office at CCSF and make special efforts to adjust payment dates according to financial aid disbursement dates for those students who have successfully applied for financial aid.

Students who meet the academic and financial criteria are eligible for both state and federal financial aid while participating in a CCSF study abroad program.

RECOMMENDATION:

RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to contract with Passages Educational Tours for logistical and program arrangements to and within Italy in connection with a credit program, from July 2 to 21, 2003; and

FURTHER BE IT RESOLVED: That the Chancellor, the Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the San Francisco Community College District to effectuate this resolution.

Originator: Joanne Low

DATE: December 19, 2002

B9

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANTS/CONTRACTS**
Authorizations to extend, renew, or amend resolutions as indicated in the table existing Grants/Contracts
(Resolution No. 021219-B9)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
A	020530-B10	VTEA Title II – Tech Prep Education Funds	July 1, 2002 to June 30, 2003	$72,630	+ $12,395	$85,025	Additional funding of $12,395 will be used for academic salaries, benefits, supplies, and materials. Originator: Phyllis G. McGuire
B	000525-B23	State Chancellor's Office	June 1, 2000 – December 31, 2002	$294,724	Extend Promoting Diversity Study grant period through July 30, 2003	$294,724	Extend grant for the Promoting Diversity project Robert Gabriner, Originator
C	991118-B15 000928-B5 011115-B22	California Technology Trade and Commerce Agency (CTTCA)	January 1, 2002 – December 31, 2002	$260,259	Renew contact for period of January 1, 2003 – December 31, 2003	$260,259	Renew contract with CTTCA to provide funding for the San Francisco Small Business Development Center Steven Glick, Originator

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **B10**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Authorization to Sub-Contract with Private Industry Council of San Francisco (PIC) To Provide Educational Services, not to exceed $200,000
(Resolution No. 021219 – B10)

BACKGROUND INFORMATION:

City College of San Francisco is a member of the San Francisco Information Technology Consortium **(SFITC)**. The SFITC includes CCSF, Goodwill Industries of San Francisco, OpNet Community Ventures, Glide Foundation, Bay Area Video Coalition, Arriba Juntos, Jewish Vocational Services and the San Francisco Housing Authority. CCSF, as a member of the SFITC, is a partner in the Techladder Program proposed by the Workforce Investment Board of San Francisco for a Department of Labor H-1B Technical Skills Training Grant. The Techladder Program proposal is a key next step in the development of the San Francisco IT Consortium's regional ability to meet the needs of IT workers and employers. This initiative aligns directly with the mission of City College of San Francisco, which is to prepare students for the workplace through short- and long-term education and training programs geared specifically to the current market, assessing the needs of local businesses and serving the local community.

Under the term of this Department of Labor H-1B Technical Skills Grant, the Private Industry Council of San Francisco (PIC) wishes to engage City College of San Francisco as a subcontractor to provide: faculty from CCSF's Computer Networking and Information Technology and Computer Science Departments to provide instruction in A+, Unix, and Cisco Programs; customized admissions, matriculation, and registration services; testing, assessment, and training materials; and coordination and guidance assistance of classified staff and technical support.

The PIC subcontract will be from January 1, 2003 through June 30, 2004 totaling $200,000.

There is a $200,000 in-kind CCSF match required.

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Income		
Private Industry Council of San Francisco	$200,000	
CCSF In-Kind Match	200,000	
Total	**$400,000**	
Expenditures		
Salaries and Benefits	170,566	
Supplies and Materials	5,411	
Other Operating Expenses	14,500	
Indirect Cost @ 5%	9,523	
Subtotal Expenditures	**$200,000**	
CCSF In-Kind Expenditures		
Salaries and Benefits	$171,200	
Supplies and Materials	7,500	
Other Operating Expenses	21,300	
Subtotal In-Kind Expenditures	**$200,000**	
Total Expenditures		**$400,000**

RECOMMENDATION:

RESOLVED: That authorization be hereby given to the District, as a SFITC member, to be a subcontractor to the Private Industry Council of San Francisco (PIC) to provide instruction, coordination and technical support on the Department of Labor H-1B Technical Skills Grant for the period of January 1, 2003 until June 30, 2004, in the amount not to exceed $200,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Phyllis G. McGuire

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 19, 2002 **B11**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT/GRANT
Authorization to receive a Grant through VTEA, Title 1-B State Leadership Economic Development Regional Consortium, not to exceed $10,000.
(Resolution No. 021219-B11)

BACKGROUND INFORMATION:

The Bay Area Regional Consortium has notified the Office of Vocational Education that it is eligible to receive a grant of $10,000. The award specifies that the grant be used for marketing the website/counseling tool, *SFBayCareerMap.com* (Board Resolution No. 000330- B12), developed by the Office of Vocational Education during academic year 1999-2000. Specifically, the grant supports a plan to publicize the website to Bay Area support service providers, primarily at One-Stop Career Centers, to assist clientele with identifying suitable career paths and educational programs at local community colleges. Money will be used for designing, printing and disseminating brochures. Supplemental curriculum will also be completed. No general fund monies from the District are required.

Income:

VTEA Title I-B State Leadership Funds Economic Development Regional Consortium Fiscal Year 2002-03 (12/1/02 to 6/30/03)	$ 10,000

Expenditures

Academic Salaries	$ 1,400
Employee Benefits	$ 210
Supplies and Materials	$ 1,115
Other Operating Expenses	$ 7,275
Total	$ 10,000

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RECOMMENDATION:

RESOLVED: That authorization be hereby given to accept and appropriate all grant funds from the VTEA, Title 1-B State Leadership Economic Development Regional Consortium for the period of January 1, 2003 to June 30, 2003 for a total not to exceed $10,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis G. McGuire, Originator

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **B12**

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

Subject: **CONTRACTS/GRANTS**
Contract with the California Department of Education for the expansion of the California Early Childhood Mentor Program not to exceed $1,400,000.
(Resolution No. 021219 – B12)

BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to a contract from the California Department of Education to:

- Expand the California Early Childhood Mentor Program from the current seventy colleges to ninety-six colleges;
- Develop and support of specialized training and mentoring of TANF recipients.
- Enter into one-semester agreements with the twenty-six new California Community Colleges for the period January 1, 2003 through June 30, 2003. Subcontracts will not exceed $12,500 per college for a total cost of up to $325,000. A list of the expansion community colleges is available from the Chancellor's office for review.

The total of the contract is $1,400,000 for the period January 1, 2003 through July 31, 2003. There is no in-kind match or additional space required.

Income	
California Department of Education	$ 1,400,000
Expenditures	
Employee Salaries and Benefits	$ 131,250
Supplies/Materials	10,000
Other Operating Expenses/Local Assistance	1,155,046
Total Indirect @ 8%	103,704
Total Expenditure	**$1,400,000**

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RECOMMENDATION:

RESOLVED: That authorization be hereby given to the District to apply for and to accept and distribute the amount of $1,400,000 from the California Department of Education for the California Early Childhood Mentor Program, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Sandra Handler

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 021219-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling for June $294,403.14 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 58,815.85
Purchase Orders	216,576.54
Travel/Mileage	19,010.75
GRAND TOTAL:	$ 294,403.14

James Kendrix, Originator

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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: December 19, 2002 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 021219-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 2,706,641.05

James Kendrix, Originator

12/19/02- C2 page 1

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DR. PHILIP R. DAY, JR., CHANCELLOR

Resolution No. 021219-C2
Attachment A

	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc #	Amount	Description
2		UPFX	2010	5802	6730	S	Partnership for Excellence	Yosemite Community College District	DPA8901	3,000.00	Advertiising
3	+	UPFX	6464	4301	6499	S	Partnership for Excellence	CCSF Bookstore	TP97819	3,000.00	Supplies
4		UPFX	6464	5210	6499	S	Partnership for Excellence	Kingsmen Coach Lines	POA9153	6,350.00	Travel
5		U	0040	5801	6600	S	Public Information	AT&T Media Services SF Bay	POA7015	7,774.10	Advertiising
6		U	0040	5801	6600	S	Public Information	KCBS-AM	POA7016	4,530.00	Advertiising
7		U	0130	5190	7100	S	Facilities Planning	Chen J	DPA0906	4,470.00	Consulting services
8	+	U	1500	5190	6720	S	District Business Services - Office	HAL Associates	TPA7422	3,600.00	Consulting services
9	+	U	1500	5632	6600	S	District Business Services - Office	Imagistics	LAA8986	4,800.00	Equip Leases
10		U	2010	6411	6750	S	Human Resources - General	KI	PO94399	3,740.21	Capital projects
11		U	2010	6413	6750	S	Human Resources - General	Omnipro Systems Inc.	PO94398	3,193.18	Capital projects
12	+	U	2550	5650	6780	S	ITS-Networking	Cisco Systems, Inc.	POA8464	10,500.00	Maint'n & Repair
13	+	U	3522	5520	6570	S	Utilities	Sempra Energy Solution	TPA5035	20,000.00	Utilities
14		U	3562	4303	6770	S	College Services	Office Depot Inc.	ODDS1028	3,771.25	Supplies
15		U	3564	5350	6770	S	Mail Services	U.S. Postmaster	DPA7161	30,000.00	Postage
16		U	4024	4303	6200	S	Associate Dean: A&R (Non Credit)	Scantron Corp	PO81721	3,185.83	Supplies
17		U	4900	5130	6770	S	Central Services	American Assoc. of Comm.College	DPA7406	7,055.00	Membership/Dues
18		U	4900	5410	6720	S	Central Services	HRH of Northern California	DP86348	4,973.00	Insurance
19	+	U	6450	4303	6470	C	Homelessness Program	Hotel and Restaurant Dept.	TPA7425	12,000.00	Supplies
20		U	7534	4301	600	C	Journalism	Howard Quinn Co.	TP48506	9,000.00	Supplies
21		U	7736	4303	800	C	Physical Education	T & B Sports	POA2448	5,400.01	Supplies
22		U	9610	5650	600	C	Inst Res - Broadcasting	Distant Mirror Video Services Inc	PO88694	3,691.36	Maint'n & Repair
23		PYRL	9900	9754	9900	S	Payroll Fund	Safeco Life Insurance Co	VP47287B	14,373.50	Capital projects
24								**Subtotal Unrestricted**		**$ 168,407.44**	
25											
26		750004	1500	5202	6960	S	3CGB Conference SF 2002	Sheraton Gateway Hotel	DPA8468	22,509.30	Conference Expense
27	+	731001	1130	5632	6960	S	A.S. Council - Phelan	Savin Corp.	LA73526	6,265.72	Equip Leases
28		724002	9230	5902	6820	S	Trust - GED Agency Trust Fees	American Council On Education	DP98660	3,660.00	Testing Services
29	+	611000	9900	5450	6720	S	Workers Compensation	The Workers' Compensation Div. of DHR	TPA6637	450,000.00	Insurance
30		434501	8084	6201	7100		Master Planning 2001	Blomquist Consultancy, LLC	DPA8772	3,000.00	Capital projects
31		434001	8083	6201	7100		Master Planning 2001	Blomquist Consultancy, LLC	DPA8681	7,500.00	Capital projects
32		434001	8083	6201	7100		Master Planning 2001	Blomquist Consultancy, LLC	DPA8772	3,000.00	Capital projects
33		433501	8082	6201	7100		Master Planning 2001	Blomquist Consultancy, LLC	DPA8772	3,000.00	Capital projects
34	+	432602	8067	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	306,757.91	Capital projects
35	+	432602	8110	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects
36	+	432602	8210	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects
37	+	432602	8311	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects
38	+	432602	8411	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

Resolution No. 021219-C2
Attachment A

	A	B	C	D	E	F	G	H	I	J	K
39	+	432602	8510	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	42,029.30	Capital projects
40	+	432602	8610	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects
41	+	432602	8710	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	50,000.00	Capital projects
42	+	432602	8813	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556A	30,000.00	Capital projects
43	*	432505	8067	6202	7100		Server Support	Angus Hammer Networking	CTA5585	40,000.00	Capital projects
44	*	432504	8067	6202	7100		Firewall Upgrade	Angus Hammer Networking	CTA5585	61,000.00	Capital projects
45	*	432001	8710	6203	7100	H	Seismic Upgrade and Improvements	Turner Construction Co.	CT82187D	24,000.03	Capital projects
46		431501	8312	6201	7100		New Chinatown/North Beach Campu	Blomquist Consultancy, LLC	DPA8681	3,000.00	Capital projects
47		431501	8312	6201	7100		New Chinatown/North Beach Campu	Blomquist Consultancy, LLC	DPA8772	6,000.00	Capital projects
48		42146C	8062	6202	7100	H	HS-Science Buildng North Prkng Rep	Ghilotti Brothers Construction, Inc.	DPA8668	13,062.00	Capital projects
49	*	42139M	8055	6203	7100	H	HS-Prj Mgmt & Ass on Dist Bnd-Cap	Turner Construction Co.	CT82187D	8,209.47	Capital projects
50	*	42139M	8057	6203	7100	H	HS-Prj Mgmt & Ass on Dist Bnd-Cap	Turner Construction Co.	CT82187D	4,971.49	Capital projects
51	*	42139M	8058	6203	7100	H	HS-Prj Mgmt & Ass on Dist Bnd-Cap	Turner Construction Co.	CT82187D	7,154.99	Capital projects
52	*	42139M	8070	6203	7100	H	HS-Prj Mgmt & Ass on Dist Bnd-Cap	Turner Construction Co.	CT82187D	12,687.50	Capital projects
53	*	42135C	8069	6202	7100	H	HS-Student Health Center B207 Alte	Hoi's Contruction Inc.	CT99496A	11,499.98	Capital projects
54	*	42133C	8070	6202	7100	R	Art Building & Horticulture Improve	William M Koenig Consulting & Inspecti	CTA6140	8,670.00	Capital projects
55	*	42131P	8071	6201	7100	R	REN-Stadium Field Turf	Miller Pacific Engineering Group	CTA0966A	6,500.00	Capital projects
56	*	42100M	8051	6203	7100	R	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	9,750.00	Capital projects
57	*	42100M	8051	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	37,595.00	Capital projects
58	*	42100M	8052	6203	7100	C	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	8,065.00	Capital projects
59	*	42100M	8053	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	5,140.00	Capital projects
60	*	42100M	8053	6203	7100	E	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	6,000.00	Capital projects
61	*	42100M	8062	6203	7100	R	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	6,000.00	Capital projects
62	*	42100M	8062	6203	7100	E	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	10,985.00	Capital projects
63	*	42100M	8062	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	15,735.00	Capital projects
64	*	42100M	8071	6203	7100	R	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	30,380.00	Capital projects
65	*	42100M	8110	6203	7100	H	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	3,310.00	Capital projects
66	*	42100M	8110	6203	7100	A	CM-Don Todd & Associates	Don Todd Associates, Inc.	CT88394C	10,036.87	Capital projects
67		42080C	8060	6202	7100	R	REN-Archery Range Grading-No-So	Department of Public Works	DPA5004	3,004.00	Capital projects
68		42080C	8064	6202	7100	R	REN-Archery Range Grading-No-So	Department of Public Works	DPA5004	3,004.00	Capital projects
69	*	420668	8067	6201	7100	H	SM 99-00 #1A-Carrol St. Wrhse-Rep	Hamilton & Aitken Architects	CT41009C	9,894.14	Capital projects
70	*	42045P	8051	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	36,856.14	Capital projects
71	*	42045P	8051	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	51,205.50	Capital projects
72	*	42045P	8051	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	53,218.31	Capital projects
73	*	42045P	8052	6201	7100	C	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	29,892.41	Capital projects
74	*	42045P	8071	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	15,000.00	Capital projects
75	*	42045P	8510	6201	7100	A	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	10,197.41	Capital projects
76	*	42045P	8510	6201	7100	R	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	25,845.81	Capital projects

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

Resolution No. 021219-C2
Attachment A

	A	B	C	D	E	F	G	H	I	J	K
77	*	42045P	8510	6201	7100	E	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	33,504.35	Capital projects
78	*	42045P	8510	6201	7100	H	Bond Proj A & E Services	Hamilton & Aitken Architects	CT41009C	64,525.20	Capital projects
79	*	42020C	8110	6202	7100	A	Alemany Building Elevator-Constr	Angotti & Reilly, Inc.	CT91141A	78,392.93	Capital projects
80		415992	0130	6201	7100	S	Bond 2001 Issuance Prop-Contracts	Morgan, Lewis & Bockius LLP	DPA6666	11,016.90	Capital projects
81	*	412847	0130	6202	7100	S	HM 00-01 #1-2 Cnln Air Qlty Corr HV	Schram Construction, Inc	CTA8663	332,080.00	Capital projects
82	*	412846	0130	6202	7100	S	HM 00-01 #1 Cnln Air Qulty Corr & H	Schram Construction, Inc	CTA8663	15,920.00	Capital projects
83	*	412114	0130	6202	7100	S	Student Health Center	Hoi's Contruction Inc.	CT99496A	35,124.52	Capital projects
84	*	412051	0130	6201	7100	S	Central Shops and Warehouse	Hamilton & Aitken Architects	CT41009C	3,996.72	Capital projects
85	+	221010	7138	4211	6940	C	Hotel/Restaurant	Quality Fresh Produce, Inc.	TPA5738	50,000.00	Supplies
86		213902	7334	5190	2100	N	Family Child Care Training Institut	Schiorring E	PSA0919	10,000.00	Consulting services
87	+	213902	7334	5190	2100	C	Family Child Care Training Institut	Mission Economic Development Associati	TPA9212	9,900.00	Consulting services
88		125504	6460	4303	6440	C	Student Health Fees	Aventis Pasteur	DPA1410	3,822.00	Supplies
89		124515	0040	5190	6600	S	Y2-Marketing Diversity 01-03	Crossman M	DPA6771	12,488.80	Consulting services
90	+	124515	0040	5190	6600	S	Y2-Marketing Diversity 01-03	Briley K	TPA6772	50,000.00	Consulting services
91	+	124514	7334	4301	1300	C	FSS/TRDP Y3 CT#01-0137-004	Educational Exchange	TPA5258	3,800.00	Supplies
92		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	DPA7571	6,456.13	Equip Leases
93		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	DPA7586	4,054.96	Equip Leases
94		123856	9500	6413	6780	S	Instr Equip & Materials 02-03	CCSF Bookstore	POA0745	5,060.44	Capital projects
95		123855	9320	6305	6120	C	SB735-Inst Equip & Materials 01-02	ProQuest Information & Learning Co.	DPA0859	20,534.64	Capital projects
96	+	123707	7334	5190	2100	N	F & KCE 02-03	Corinne Communications	TPA0909	9,800.00	Consulting services
97	+	123627	6440	7600	6430	C	EOPS Care Program 02-03	CCSF Bookstore	TP93348	7,000.00	Capital projects
98	+	123627	6440	7600	6430	C	EOPS Care Program 02-03	CCSF Hotel & Restaurant Dept	TP93350	5,600.00	Capital projects
99		123529	6210	5190	6499	S	FSS/MCHS - Yr4 02-03	Schwimmer A	PSA8869	45,000.00	Consulting services
100		123528	7334	5190	1300	C	FSS-ISFP/TPMS - Year2	Garcillano V	PSA0918	3,000.00	Consulting services
101		123387	7175	6414	6840	N	ECO-ATTC 02-03 CT#01-301	Trenton Tool Co.	PO99964	9,762.24	Capital projects
102	+	123116	7905	7702	7320	N	Calworks Program 02-03	Freeman & Company	TPA5405	4,368.00	Capital projects
103	+	122723	7335	7600	2100	C	Americorp TRDP 02-03	CCSF Bookstore	TPA0008	12,250.00	Capital projects
104		121820	0020	5802	6600	C	Fipse-NATN Directed Grant	Rose de Heer Design	DP99640	8,529.00	Advertiising
105	+	121510	7173	5802	6470	S	Vatea IIC 02-03	Pacific Bell Directory	TPA6481	4,564.00	Advertiising
106		121510	7528	6413	1000	C	Vatea IIC 02-03	CCSF Bookstore	POA2518	3,925.20	Capital projects
107		121144	7176	4303	6470	N	WIA/Pic SF Assessment Center	CPP, Inc.	PO83599	8,165.30	Supplies
108								**Subtotal Restricted**		**$ 2,538,233.61**	
109											
110								**Total Unrestricted and Restricted**		**$ 2,706,641.05**	

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

G1-G9

DATE: December 19, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 021219-G1-G9)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021219-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Bensen, Kimberly	Biological Sciences	Credit
	Dematteis, Louis F	Journalism	Credit
+	Goldsmith, Deborah H	Social Science	Credit
	Hargraves, Gerard L	Transitional Studies	NonCredit
+	King, Roger S.	Physics	Credit
+	Larin, Renato A	Counseling New Students	Credit
	Liu, Shuyu	English As a Second Language	NonCredit
+	Lucarelli, Adam J	Phys Education & Dance	Credit
+	Rendon, Peggy T	Counseling New Students	Credit
	Taylor, William G	Journeyman-Training	NonCredit
	Turkull, Michael A	Bus/Office Tech/Small Bus	Credit
	Wellin, Edith	Human Resources	NonCredit
+	Yngojo, Marcus R	Counseling New Students	Credit

G1 Fall 2002. 13

Total for G1: 13

RESOLUTION 021219-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Brown, Eleanor R	Matriculation	Matriculation-Credit 02-03	Credit
+	Brown, Jessica Janiece	Matriculation	Matriculation-Credit 02-03	Credit
	Delgado, John F	Matriculation	Matriculation-Credit 02-03	Credit
+	Illick, Shirley A	Matriculation	Matriculation-Credit 02-03	Credit
+	Lum, Lily Yuen	Matriculation	Matriculation-Credit 02-03	NonCredit
	Romano, Lisa C.	Counseling New Students	Matriculation-Credit 02-03	Credit
	Rose, Meredith	Matriculation	Matriculation-Credit 02-03	Credit
+	Tang, Paul S	Matriculation	Matriculation-Credit 02-03	Credit
+	Webb, Rachel	Matriculation	Matriculation-Credit 02-03	Credit

G2 Fall 2002: 9

Total for G2: 9

Total Records: 22

021219 – G3
Full-Time
First Year
Contract

RESOLVED: That on the effective dates indicated, the following named academic employee be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
McNICHOL, Julita Barcena	Transitional Studies / Mission	First Year Contract	Rudolf Graeter U-7347-1120-4900-N FF9767	01/13/03
ROBINSON, Mark	African American Scholastic Program / Phelan	First Year Contract	New U-6464-1240-6499-C FN9641	12/20/02

021219 – G4
Full-Time
Temporary

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
ELVIN, Jean	Physical Education & Dance / Phelan	Full-Time Temporary (Long-Term Substitute)	Luana U-5120-1129-6010-C FS9999	01/13/03 – 05/23/03
HAYNES-CRESWELL, Sharon	Business / Office Technology/ Small Business / Phelan	Full-Time Temporary (Long-Term Substitute)	Leslie Morales U-5120-1129-6010-C FS9999	01/13/03 – 05/23/03

021219 – G5
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 020926-G4, Academic Employees Temporary Appts Tenure Review, for the period August 19, 2002 through December 20, 2002, to be amended in part to show the following:

NAME	CHANGE HOURS FROM: (August)	TO: (December)	ADD	DEPT	PROGRAM
Bergin, Rosemary	26	9		RN	7725
Glanzer, Carole	36	45		ESL	7612
Grady, Margaret	0	9		PE & D	7768
Grass, James	17	35		BIO	7728
Gratch, Bonnie	17	35		LIBR	9320
Smith, Karl	9	17		RN	7725

021219 – G6
Demise

RESOLVED: That effective date shown, the demise of the following named academic personnel be noted for the purpose of record clearance:

NAME	DEPARTMENT/CAMPUS	EFFECTIVE DATE
Spingola, David C.	Automotive/Evans	10/14/02

021219 – G7
Name Change

RESOLVED: That the name of the following academic employee be changed for record purposes:

FROM	TO
Lininger, Diana Marie	Markham, Diana Lininger
Nalty, Angelita Veronica	Nalty De Vega, Angelita Veronica

021219 – G8
Reduced Workload Pre-Retirement Reduction

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Wetzel, Cherie LR	Biology/Ocean	Work 75% every Fall and Spring	Fall 2003 through Spring 2013

021219 – G9
Amendment to Resolution

RESOLVED: That Resolution 020829 – G8, Amendment to Resolution (Amending Resolution 020530 – G12, Department Chairperson Stipends 2002-2003), be amended in part to show the following:

CHANGE FROM:

NAME	DEPARTMENT	STEP	STIPEND
Guichard, Margaret	Health Care Technology	7	5,574.00

CHANGE TO:

Guichard, Margaret	Health Care Technology	7	***7,316.00***

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1-H3

DATE: December 19,2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 021219-H1-H3)

BACKGROUND INFORMATION:

Resolutions 021219-H1-H3 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR NATALIE BERG
DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • TONI HINES, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 021219-H1 TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Armstrong, James C	Chemistry	ECO-NCBC 02-03 CT#01-304	Credit
	Chapuis, Dominique	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
+	Cornejo, Lynda M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
+	Ergun, Marylou K	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Finney, Edris	Bus/Office Tech/Small Bus	State Compensation Ins Fund - 2	Credit
	Fleming, Anne-Marie	Mentoring & Service Learning	Partnership for Excellence	NonCredit
+	Fullerton, Sandra	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Goldstein, Augusta Alcy	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Hammer, Jennifer C	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Hongo, Jo-Anne S.	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
	Ikeda, Vivian S	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
+	Jardim, Philip M	Biological Sciences	ECO-CACT 02-03 CT#01-302-009	NonCredit
	Kaplan, Gregory E	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Kapust, Waltraud H.	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Land, Kirkwood M	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
	Leary, Pearlene	Child Dev. & Family Studies	SF Cares-Wu Yee Services	Credit
	Lee, Sau Fong	Health Care Technology	WTW/Pic Caregiver Training	NonCredit
	Leonhardt, Edith A	Vocational Education	ECO-CACT 02-03 CT#01-302-009	NonCredit
+	Lewis, David W	Teachers' Resource Center	FSS-Institutionalization ESL/Civic	NonCredit
+	Lewis, David W	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Lininger, Diana Mari	Physics	FSS-ISFP/TPMS - Year2	Credit
+	Louie, Louise Y.	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	McNichol, Thomas p.	Mentoring & Service Learning	Partnership for Excellence	Credit
	Milhoan, Gloria G	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Nicholson, Joseph W	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Nielsen, Leif	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Parker, James	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Pogge, Crima B	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
+	Quinn, Denise	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Reed. Robert W	Vocational Education	ECO-CACT 02-03 CT#01-302-009	NonCredit
+	Robinson, John L	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
+	Rosales-Uribe, Maria	Teachers' Resource Center	FSS-Institutionalization ESL/Civic	NonCredit
+	Siegel, Robert	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Strid, Jerri L	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit

RESOLUTION 021219-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

	Sung, Shirley	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
+	Toebe, Carole Suth	Contract Education	Osaka College - 4	NonCredit
+	White, Thomas P	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit
	Wong Mineta, Christine D	Health Science	Vatea IIIE Tech Prep 02-03	Credit
	Wood, Janice R.	Vocational Education	ECO-CACT 02-03 CT#01-302-009	NonCredit
	Ye, Irene Z	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	NonCredit

III Fall 2002: 40

Total for H1: 40

Total Records: 40

021219-H2
Amendment to Resolution

RESOLVED: That resolution 020829-H2, Categorically Funded, Full-Time Temporary Assignment, be amended in part to show the following:

	NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
CHANGE FROM:					
	LEWIS, JAMES	Vocational Education	Learn To Earn More Coordinator	VTEA I-C Career Counseling for Special Populations 121510-8750-1220-6470-S 75% FN9654	08/14/02 – 12/20/02
TO:	LEWIS, JAMES	Vocational Education	Learn To Earn More Coordinator	VTEA I-C Career Counseling for Special Populations ***121510-8750-1220-6470-S 30%*** ***SFCACT-Applied*** ***123356-7175-1220-6840-N 30%*** ***MUNI-SF Transit*** ***Career Ladder Partnership*** ***121145-7114-1220-6490-N 15%*** FN9654	 ***11/12/02 – 12/20/02*** ***11//12/02 – 12/20/02*** ***11/12/02 – 12/20/02***

021219 – H3
Categorically Funded Full-Time Temporary Assignment
SPRING 2003

RESOLVED: That the following named academic employee be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
LEWIS, James	Vocational Education	Learn To Earn More Coordinator	VTEA I-C Career Counseling for Populations 121510-8750-1220-6470-S 30% SFCACT-Applied Competitive Tech 123356-7175-1220-6840-N 30% MUNI-SF Transit Career Ladder Partnership 121145-7114-1220-6490-N 15% FN9654	01/13/03 – 05/23/03

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **L1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Authorization to amend employment Contract (s)
(Resolution No. 021219 - L1)

BACKGROUND INFORMATION:

The Board of Trustees by Resolution No. 791120-B1 has made available to its employees the provisions of Section 403 (b) of the United States Internal Revenue Code and Section 17501 of the California Revenue and Taxation Code.

Employees of the San Francisco Community College District may enter into an amendment of their employment contracts for the purpose of effecting a reduction in the salaries paid to such employees, and that for each employee who voluntarily elects to accept such reduction in his or her salary, the San Francisco Community College District shall, as directed by such employee, a) purchase, with an amount equal to the reduction in salary, a nontransferable annuity contract issued by an insurance company selected by the employee concerned, or b) contribute an amount equal to such reduction in salary to a custodial account of a custodian selected by the employee, in which all rights under said custodial account shall be exercisable by the employee concerned.

RECOMMENDATION:

RESOLVED: That the Board of Trustee of the San Francisco Community College amend employment contract for the purpose of (a) purchasing tax sheltered annuities, (b) contributing to tax sheltered custodial accounts, for those employees requesting such purchases or contributions, and (c) termination of the amendment to employment contract, complying with the provisions of Section 403 (b) of the United States Internal Revenue Code, and Section 17501 of the California Revenue and Taxation Code.

BOARD OF TRUSTEES

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DR. PHILIP R. DAY, JR., CHANCELLOR

a) INSURANCE COMPANIES	Bi-Weekly AMOUNT
Equitable	325.00
Equitable	462.00
Great West	462.00
IDS	600.00
IDS	450.00
IDS	450.00
Invesco	462.00
Jackson National	460.00
Met Life	538.00
Met Life	462.00
Met Life	25.00
Met Life	462.00
Met Life	539.00
Nationwide	539.00
Paul Revere	500.00
Paul Revere	844.00
Prudential	525.00
Security Benefit	539.00
Security First	615.38
Security First	615.38
State Street Bank	200.00
State Street Bank	462.00
State Street Bank	461.54
State Street Bank	538.50
State Street Bank	600.00
Sun America Life	540.00
TIAA-CREF	462.00
TIAA-CREF	539.00
TIAA-CREF	539.00
USAA Life	207.00
USG Annuity	350.00
VALIC	538.00
VALIC	538.00
VALIC	462.00
VALIC	100.00
VALIC	538.00
VALIC	540.00
VALIC	250.00
VALIC	100.00
VALIC	250.00
VALIC	540.00
VALIC	462.00

b) CUSTODIAL ACCOUNTS	BI-WEEKLY AMOUNT
American Fund	539.00
First Interstate Bank of Denver	539.00
Fidelity	500.00
Fidelity	540.00
Fidelity	460.00
Fidelity	538.46
Fidelity	600.00
Fidelity	461.53
Franklin	539.00
Franklin	635.00
Janus	539.00
Janus	539.00
Janus	462.00
Janus	462.00
Janus	462.00
Janus	300.00
Oppenheimer	650.00
Strong Fund	162.00
T. Rowe Price	300.00
T. Rowe Price	538.00
T. Rowe Price	538.00
T. Rowe Price	539.00
T. Rowe Price	539.00
T. Rowe Price	539.00
Vanguard	538.46
Vanguard	350.00
Vanguard	539.00
Vanguard	338.00
Vanguard	500.00
Vanguard	539.00
Vanguard	461.53
Vanguard	461.54
Vanguard	462.00
Vanguard	539.00
Vanguard	539.00
Vanguard	461.53
Vanguard	654.00
Vanguard	539.00
Vanguard	654.00

CUSTODIAL ACCOUNTS

Vanguard	654.00
Vanguard	538.46
Vanguard	780.00
Vanguard	400.00
Vanguard	538.00
Vanguard	500.00
Vanguard	539.00
Vanguard	577.00
Vanguard	

URTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to purchase such annuity contracts or contribute to such custodial accounts, subject to ratification by the Board of Trustees.

James Kendrix, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: December 19, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Community Services Classes
City College of San Francisco
(Resolutions 021219-N1)

BACKGROUND INFORMATION:

Resolutions 021219-N1 covers appointments of academic to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG
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DR. PHILIP R. DAY, JR., CHANCELLOR

TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

FALL 2002

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name		Department	Division
Sayed, Javaid A	Community Services	NonCredit	

N1 Fall 2002: 1

Total for N1: 1

Total Records: 1

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **P1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: POLICY MANUAL
Amending the SFCCD Policy Manual by Adding Section 1.12 Unlawful Discrimination Policy and Deleting Sections 3.29 – Sexual Harassment – Employees, Section 5.08 – Sexual Harassment – Students, and Section 5.07 – Equal Educational Opportunity for Students
(Resolution No. 021219-P1)

BACKGROUND INFORMATION:

Title 5 provisions of the California Code of Regulations relating to unlawful discrimination policies have undergone review and revision at the state level. The State Chancellor's Office has promulgated a model policy which includes language required by state statute, federal law and Title 5 and which the State Chancellor's Office advises must be included in a District's policy. This recommended policy relates to both employees and students. Moreover, the policy includes provisions prohibiting sexual harassment, thus eliminating the necessity of maintaining the two current separate policies (P.M. 3.29 and P.M. 5.08) relating to employees and students, respectively in the area of sexual harassment. The recommended policy also provides for an equal educational opportunity for students thereby also eliminating the need for the current policy (P.M.5.07) relating to the same topic. The San Francisco Community College District, however, has additional categories of non-discrimination beyond those of the state; and these have been added to the proposed policy. Notice of these proposed changes were given at the November 21, 2002 Regular Board meeting. Moreover, the Board, by unanimous vote at this November meeting, directed that other additional categories of non-discrimination be added to the proposed Section 1.12 Unlawful Discrimination Policy.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

The Board is now being asked to take action to actually adopt and delete these policies as previously noticed.

RECOMMENDATION:

WHEREAS: Notice was given at a prior meeting (November 21, 2002) that proposed amendments to the San Francisco Community College District Policy Manual would be acted upon at the December 19, 2002 meeting of the Board of Trustees by: adding Section 1.12 – Unlawful Discrimination Policy and Deleting Sections 3.29 – Sexual Harassment – Employees, Section 5.08 – Sexual Harassment – Students, and Section 5.07 – Equal Educational Opportunity for Students.

AND WHEREAS: At the November 21, 2002 Board meeting, the Board, by motion made by Trustee Julio Ramos and seconded by Trustee Natalie Berg, unanimously amended the proposed amendment to the Unlawful Discrimination Policy – Section 1.12 by directing the inclusion of the additional categories of non-discrimination; namely: lesbian, gay, bisexual, transgender and questioning.

RESOLVED: That SFCCD Policy Manual Section 1.12 – Unlawful Discrimination Policy shall be added to read as follows, and that Section 3.29 Sexual Harassment – Employees, Section 5.08 Sexual Harassment – Students and Section 5.07 –Equal Educational Opportunity For Students be deleted: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike over~~.) (See following pages).

Ronald Lee, Originator

P.M. 1.12 UNLAWFUL DISCRIMINATION POLICY

The policy of the San Francisco Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of marital status, medical conditions*, gender identity*, domestic partner status*, AIDS/HIV status*, status as a Vietnam-Era veteran*, or status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.*

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed Code, Section 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12100 et seq.) and the Age Discrimination Act (42 U.S.C. Section 6101)[1].

**These categories are not subject to the State Chancellor's jurisdiction.*

Definitions

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[1] If the federal statutes cited herein would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in this Policy.

Definitions applicable to nondiscrimination policies are as follows:

- *"Appeal" means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.*
- *"Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.*
- *"Day" means calendar days.*
- *"Mental disability" includes, but is not limited to, all of the following:*
  - *(1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:*
    - *(A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.*
    - *(B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.*
    - *(C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.*
  - *(2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.*
  - *(3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.*
  - *(4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.*
  - *(5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).*

  "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive

substance use disorders resulting from the current unlawful use of controlled substances or other drugs.[2]

- *"Physical disability" includes, but is not limited to, all of the following:*

  (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

  (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

  (B) Limits a major life activity. For purposes of this section:

  (i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

  (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it make the achievement of the major life activity difficult.

  (iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

  (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

  (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.

  (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

  (5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

  (6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive

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[2] If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code section 12926 and should be included in District policy. (Gov. Code, Section 12926(1).)

substance use disorders resulting from the current unlawful use of controlled substances or other drugs.[3]

- *"District" means the San Francisco Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance through the District.*
- *"Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.*
- *"Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:*
  - *(1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display or sexually aggressive objects or pictures, cartoons, or posters.)*
  - *(2) Continuing to express sexual interest after being informed that the interest is unwelcomed.*
  - *(3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff or harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.*
  - *(4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.*
  - *(5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.*
  - *(6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.*

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[3] Ibid.

- *"Unlawful discrimination" means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment, harassment based on a protected group status as set forth in this Policy, and retaliation.*

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Notices

A copy of these written policies on unlawful discrimination will be displayed in a prominent location in the main administrative building or other area where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Responsible District Officer

The San Francisco Community College District will identify a specific administrator to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible District officer.

Students and Employees Notice, Training, and Education

The San Francisco Community College District's responsible officer shall make arrangement for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written policy on unlawful discrimination at the beginning of the first quarter or semester of the college year after the policy is adopted.

PM 3.29 ~~SEXUAL HARASSMENT - EMPLOYEES~~

~~I. District Policy~~

~~It is the policy of the District to:~~

~~A. Prohibit any person in the work or academic setting from sexually harassing any other person in the work or academic setting. The District will not tolerate or condone sexual harassment by or towards its employees or by or towards its students. It is the intention of the District to take appropriate actions to prevent, correct, and if necessary, to discipline behavior which violates this policy.~~

~~B. Provide a work and academic environment free of sexual harassment.~~

~~C. Investigate allegations of sexual harassment in a timely and thorough way.~~

~~D. Take appropriate and timely corrective action with respect to information or allegations that employees or students are being subjected to sexual harassment in the work or academic environment.~~

~~E. Provide on-going education and awareness regarding sexual harassment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.~~

~~F. Provide information about how to pursue claims of sexual harassment.~~

~~II. Definitions~~

~~Sexual Harassment - For purposes of this policy, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:~~

~~A. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.~~

~~B. Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.~~

~~C. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.~~

~~D. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.~~

~~No person in a supervisory or authority position shall retaliate against an applicant, employee or student for opposing conduct prohibited by this policy.~~

~~Complaint~~ ~~A complaint is a formal, written allegation that sexual harassment has been experienced by an individual.~~

~~III. Unwelcome Conduct~~

~~Sexual harassment is unwelcome conduct. The same conduct may or may not be sexual harassment, depending on whether it is acceptable to the person(s) affected by it. Supervisors or faculty who are in the position to review the work or the academic progress of an employee or a student must be careful that conduct is truly welcome as opposed to a reaction to the real or perceived authority of the supervisor or faculty. When individuals are in inherently unequal positions (such as teacher and student or supervisor and employee), the conduct may be less welcome than the individual whose position confers power believes.~~

~~Furthermore, conduct that was previously welcome may become unwelcome. Past consent does not prevent a charge of sexual harassment based upon subsequent unwelcome conduct.~~

~~Even when conduct is clearly welcome, the individual whose position confers power must be careful that the consensual relationship does not give undue access or advantage, restrict opportunities, or create a hostile and unacceptable environment for others.~~

~~IV. Preventive Action~~

~~The San Francisco Community College District will not tolerate sexual harassment of or by its students or of or by its employees and will take preventive action so that sexual harassment does not occur. The District will inform students and employees of the right to challenge sexual harassment under District policies and state and federal law, including the right to oppose sexual harassment without fear of retaliation for such opposition.~~

~~The District will make known that it will thoroughly investigate sexual harassment allegations and will pursue appropriate sanctions in proven cases of sexual harassment. Appropriate sanctions in a given case may include reprimand, suspension, dismissal or other appropriate action.~~

~~The following statement of preventative action includes the following:~~

~~A. The District will conduct staff development, educational and training activities for administrators, faculty, staff and students regarding sexual harassment.~~

~~B. As soon as practicable following Board action to adopt this policy, a copy of this sexual harassment policy shall be provided to all employees in the District, as well as displayed in prominent locations throughout the District, including display at each campus.~~

~~C. Every new employee shall be provided a copy of this policy upon their employment along with other District employment documents.~~

~~D. A Copy of this policy shall appear in each College Catalog.~~

~~E. A copy of this policy shall be provided as part of the orientation program conducted at the beginning of each semester for new students.~~

F. The District shall periodically notify students and employees of the procedures for registering a complaint that this policy has been violated.

G. The Human Resources Department shall make available to applicants and employees information from the California Department of Fair Employment and Housing and the U.S. Equal Employment Opportunity Commission about claims of sexual harassment with these entities.

H. The District shall make available to students information from the U.S. Department of Education, Office for Civil Rights about claims of sexual harassment with that entity.

V. Implementation of Policy

This policy shall be implemented through procedures designed to encourage persons who experience sexual harassment to report prohibited conduct. The procedures shall be broadly and regularly distributed to students and employees. They shall provide for timely, thorough and fair investigation and resolution of allegations of sexual harassment and shall include a means for pursuing both informal and formal resolution of allegations. The procedures shall protect the privacy of the individuals involved to the extent possible while meeting the District's obligation to investigate and take appropriate corrective action.

VI. Filing and investigating Complaints

A complaint may be filed by the individual who alleges he or she has personally experienced sexual harassment or may be filed by one who has learned of sexual harassment in his or her official capacity. The Affirmative Action Officer is responsible for receiving sexual harassment complaints and for coordinating their investigation. The Affirmative Action Officer is also responsible for advising individuals regarding this sexual harassment policy and its implementing procedures and for monitoring the dissemination of this policy and related procedures.

VII. Time Limit on Complaints

Complaints must be filed within one year of the date on which the complaining party knew or should have known of the facts underlying the allegation of sexual harassment.
Filing and investigating Complaints.

A complaint may be filed by the individual who alleges he or she has personally experienced sexual harassment or may be filed by one who has learned of sexual harassment in his or her official capacity. The Affirmative Action Officer is responsible for receiving sexual harassment complaints and for coordinating their investigation. The Affirmative Action Officer is also responsible for advising individuals regarding this sexual harassment policy and its implementing procedures and for monitoring the dissemination of this policy and related procedures.

PM 5.08 ~~SEXUAL HARASSMENT - STUDENTS~~

~~I. District Policy~~

~~It is the policy of the District to:~~

~~A. Prohibit any person in the work or academic setting from sexually harassing any other person in the work or academic setting. The District will not tolerate or condone sexual harassment by or towards its employees or by or towards its students. It is the intention of the District to take appropriate actions to prevent, correct, and if necessary, to discipline behavior which violates this policy.~~

~~B. Provide a work and academic environment free of sexual harassment.~~

~~C. Investigate allegations of sexual harassment in a timely and thorough way.~~

~~D. Take appropriate and timely corrective action with respect to information or allegations that employees or students are being subjected to sexual harassment in the work or academic environment.~~

~~E. Provide on-going education and awareness regarding sexual harassment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.~~

~~F. Provide information about how to pursue claims of sexual harassment.~~

~~II. Definitions~~

~~Sexual Harassment. For purposes of this policy, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:~~

~~A. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.~~

~~B. Submission to, or rejections of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.~~

~~C. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.~~

~~Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.~~

~~No person in a supervisory or an authority position shall retaliate against an applicant, employee or student for opposing conduct prohibited by this policy.~~

~~Complaint. A complaint is a formal, written allegation that sexual harassment has been experienced by an individual.~~

~~III. Unwelcome Conduct~~

~~Sexual harassment is unwelcome conduct. The same conduct may or may not be sexual harassment, depending on whether it is acceptable to the person(s) affected by it. Supervisors or faculty who are in the position to review the work or the academic progress of an employee or a student must be careful that conduct is truly welcome as opposed to a reaction to the real or perceived authority of the supervisor or faculty. When individuals are in inherently unequal positions (such as teacher and student or supervisor and employee), the conduct may be less welcome than the individual whose position confers power believes.~~

~~Furthermore, conduct that was previously welcome may become unwelcome. Past consent does not prevent a charge of sexual harassment based upon subsequent unwelcome conduct.~~

~~Even when conduct is clearly welcome, the individual whose position confers power must be careful that the consensual relationship does not give undue access or advantage, restrict opportunities, or create a hostile and unacceptable environment for others.~~

~~IV. Preventive Action~~

~~The San Francisco Community College District will not tolerate sexual harassment of or by its students or of or by its employees and will take preventive action so that sexual harassment does not occur. The District will inform students and employees of the right to challenge sexual harassment under District policies and state and federal law, including the right to oppose sexual harassment without fear of retaliation for such opposition.~~

~~The District will make known that it will thoroughly investigate sexual harassment allegations and will pursue appropriate sanctions in proven cases of sexual harassment. Appropriate sanctions in a given case may include reprimand, suspension, dismissal or other appropriate action.~~

~~The above statement of preventive action includes the following:~~

~~A. The District will conduct staff development, educational and training activities for administrators, faculty, staff, and students regarding sexual harassment.~~

~~B. As soon as practicable following the Board action to adopt this policy, a copy of this sexual harassment policy shall be provided to all employees in the District, as well as displayed in prominent locations throughout the District, including display at each Campus.~~

~~C. Every new employee shall be provided a copy of this policy upon their employment along with other District employment documents.~~

~~D. A copy of this policy shall appear in each College Catalog.~~

~~E. A copy of this policy shall be provided as part of the orientation program conducted at the beginning of each semester for new students.~~

~~F. The District shall periodically notify students and employees of the procedures for registering a complaint that this policy has been violated.~~

G. The Human Resources Department shall make available to applicants and employees information from the California Department of Fair Employment and Housing and the U.S. Equal Employment Opportunity Commission about claims of sexual harassment with these entities.

H. The District shall make available to students information from the U.S. Department of Education, Office for Civil Rights about claims of sexual harassment with that entity.

V. Implementation of Policy

This policy shall be implemented through procedures designed to encourage persons Who experience sexual harassment to report prohibited conduct. The procedures shall be broadly and regularly distributed to students and employees. They shall provide for timely, thorough and fair investigation and resolution of allegations. The procedures shall protect the privacy of the individuals involved to the extent possible while meeting the District's obligation to investigate and take appropriate corrective action.

VI. Filing, and Investigating Complaints

A complaint may be filed by the individual who alleges he or she has personally experienced sexual harassment or may be filed by one who has learned of sexual harassment in his or her official capacity. The Affirmative Action Officer is responsible for receiving sexual harassment complaints and for coordinating their investigation. The Affirmative Action Officer is also responsible for advising individuals regarding this sexual harassment policy and its implementing procedures and for monitoring the dissemination of this policy and related procedures.

VII. Time Limit on Complaints

Complaints must be filed within one (1) year of the date on which the complaining party knew or should have known of the facts underlying the allegation of sexual harassment.

PM 5.07 ~~EQUAL EDUCATIONAL OPPORTUNITY FOR STUDENTS~~

~~It is the policy of the San Francisco Community College District to provide all persons with equal educational opportunities in all of its educational programs and activities regardless of the fact or perception of the person's race, color, national origin, ethnic group identification, ancestry, religion, age, sex, marital status, sexual orientation, gender identity, domestic partner status, disability or AIDS/HIV status.~~

~~The San Francisco Community College District complies with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, The Americans With Disabilities Act, California Government Code Section 11135 et seq., and all other applicable statutes and regulations with all applicable requirements related to receipt of federal and/or state funds.~~

~~The compliance officer for purposes of this policy is the District Affirmative Action Officer.~~

CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **S1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Adopting the San Francisco Community College District's Initial Proposal to the Service Employees International Union, Local 790, for a Successor Collective Bargaining Agreement, After Public Comment (Resolution No. 021219-S1)

BACKGROUND INFORMATION:

The present Collective Bargaining Agreement between the San Francisco Community College District (District) and the Service Employees International Union, Local 790 (SEIU) will expire under its own terms on June 30, 2003. On November 21, 2002, by Resolution No. 021121.S2, the Board of Trustees (1) made public the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement, and (2) established December 2002 as the month for the public meeting at which the public would be given the opportunity to comment on the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement. On December 19, 2002, the Board of Trustees solicited advance public response to the Initial Proposal of the SEIU and the Initial Proposal of the District for a Successor Collective Bargaining Agreement by placing a special order of business on its agenda for the December 19, 2002, public meeting. Government Code Section 3547 requires in relevant part that (a) all initial proposals of exclusive representatives and of public school employers which relate to matters within the scope of representation shall be presented at a public meeting of the public school employer and thereafter shall be public records, (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer, and (c) after the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal.

BOARD OF TRUSTEES

RODEL E. RODIS, PRESIDENT • JOHNNIE L. CARTER, JR., VICE PRESIDENT • DR. NATALIE BERG

DR. ANITA GRIER • MILTON MARKS III • JULIO J. RAMOS • LAWRENCE WONG • RICHARD CANTORA, STUDENT TRUSTEE

DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby adopts the District's Initial Proposal to the SEIU for a Successor Collective Bargaining Agreement, a copy of which is on file with the Chancellor's office, is available for inspection, and is hereby incorporated by reference as part of this Resolution.

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **S2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Presenting the Initial Proposals of the American Federation of Teachers, Local 2121, and of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in January 2003 for Public Response to the Initial Proposals
(Resolution No. 021219-S2)

BACKGROUND INFORMATION:

The Collective Bargaining Agreement between the San Francisco Community College District ("District") and the American Federation of Teachers, Local 2121 ("AFT") will expire under its own terms on June 30, 2003. On December 13, 2002, representatives of the AFT submitted to the Board of Trustees, through the Administration, the AFT's Initial Proposals for a Successor Collective Bargaining Agreement. The Administration, on behalf of the Board of Trustees, has prepared the District's Initial Proposals for a Successor Collective Bargaining Agreement. Government Code Section 3547 reads in relevant part that (a) all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records, and (b) meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer.

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby publicly presents the Initial Proposals of the AFT and of the District for a Successor Collective Bargaining Agreement, copies of which are on file with the Chancellor's office, are available for inspection, and are hereby incorporated by reference as part of this Resolution, and

FURTHER BE IT RESOLVED: That a Special Order of Business be placed on the Agenda for a public Board of Trustees meeting in January 2003 to enable members of the public to express themselves regarding the Initial Proposals.

Peter Goldstein, Originator

With Steve Hale

BOARD OF TRUSTEES
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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: December 19, 2002 **S3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Adoption of CCSF Strategic Plan
(Resolution No. 021219-S3)

BACKGROUND INFORMATION:
The College strategic planning process began with an extensive assessment of the results of the College's previous plan, followed by detailed research on important trends and changes at local, state and national levels. In March 2002, members of the Planning and Budgeting Council, other college faculty, students, classified staff and administrators as well as representatives from business, labor and government and members of the Board of Trustees, met for a two-day retreat to develop a vision and mission statement and identify strategic priorities for the College. The planning participants developed a vision and mission statement and identified eight strategic priorities as a framework for the plan. Two follow up sessions with the planning participants refined the plan by adding objectives and activities. All members of the City College community received a copy of the draft plan for review and discussion at the Flex professional days in August.

To obtain the maximum amount of feedback about the college's draft strategic plan, the Chancellor and the Planning and Budgeting Council held eight listening sessions at five campuses during the period September 23 through November 20, 2002. Over 250 people attended the eight listening sessions. Four of the listening sessions focused on feedback from members of the college community—faculty, students, staff and administrators; and four sessions were held to gather responses from the greater San Francisco community including representatives from community organizations, businesses, educational institutions, government and non-profits.

Members of the Board of Trustees participated in the initial planning retreat, the followup reviews, and the listening sessions. The Finance Committee of the Board reviewed the draft plan in November 2002.

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The Plan
The CCSF Strategic Plan contains a vision and mission statement followed by a description of the six institutional goals that translate the vision and mission into an explicit purpose and intended outcomes statement. The main section of the Plan sets forth eight strategic priorities that are supported by five to eight objectives for each priority. The plan also delineates activities that are directly associated with stated objectives.

Support for the Plan
The development and review process for the strategic plan embraced all sectors of the City College community—faculty, classified staff, students and administrators. All college organizations received drafts of the plan and feedback from all sectors was incorporated in to the plan. The Planning and Budgeting Council, the main shared governance organization responsible for developing and disseminating the plan, approved the final draft plan.

This resolution approves the adoption of the CCSF Strategic Plan by the Board of Trustees for the period 2003 through 2008.

RECOMMENDATION:

RESOLVED: That the Board of Trustees adopts the CCSF Strategic Plan and mandates the Chancellor to take all necessary steps to implement the plan.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Philip R. Day, Jr., Originator

CITY COLLEGE OF SAN FRANCISCO

Strategic Plan 2003–2008

DECEMBER 2002

CITY COLLEGE OF SAN FRANCISCO BOARD OF TRUSTEES

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Introduction

In the 21st century, City College of San Francisco faces a world of accelerating change—demographic change, technological change, economic change—all affecting what the College should and must be doing to serve the public. It is precisely because of these challenges that the College recognizes the importance of a responsive and well-designed Strategic Plan.

Over a five to six year period, the CCSF Strategic Plan is expected to provide an anchor and sense of continuity for the College, as well as a visionary springboard for innovation. Through this plan, the College will be able to sustain a clear vision and achieve a coordinated effort in fulfilling its mission and meeting the expectations of the community. Initially an instrument for the setting of goals, it will become a measuring stick for their attainment. In that way, the plan will foster in the college community a mode of continual improvement and responsiveness.

The development of this new plan began with an extensive assessment of the results of the College's previous plan, followed by detailed research on important trends and changes at local, state and national levels. The College also held listening sessions throughout the community with panels of interested citizens, and goals and strategies were proposed with input from, and review by, the many constituents of the College. As the result of extensive participation in the planning process, the Strategic Plan has become the embodiment of a college-wide consensus on future directions in an era of constant change.

This Plan is prefaced with an enhanced statement of mission, an overarching vision for the years ahead, and institutional goals to frame the College's intentions. The plan itself contains **eight major Strategic Priorities**, which reflect the principal directions for the College's development in the next half decade. For each Strategic Priority, a number of objectives have been formulated and measures of performance have been identified. **The Strategic Priorities** reflect an emphasis on the following:

1. Increase **student success** through expansion and improvement in the areas of basic skills, remediation, and academic support services;
2. Strengthen and improve **academic programs,** student learning outcomes and alternative systems of delivery;
3. Expand programs meeting educational and training needs related to **workforce, economic, and community development;**
4. Expand the College's **outreach and recruitment**, including marketing and promotional efforts, increasing access to educational opportunities for all those in need;
5. Increase the quality and accessibility of **student development services** to positively impact on student outcomes;
6. Identify and promote strategies to ensure **stabilized funding resources**;
7. Upgrade and expand **technology utilization** in order to enhance learning, optimize resources, and improve communication and organizational effectiveness;

8. Promote a **dynamic organizational climate**, expanding staff and professional development, improving communication and **promoting diversity** throughout the organization.

During the deliberative and participatory process of planning that led to these priorities, it became clear that this plan can only be implemented with an institution-wide recognition of **five imperatives** that must permeate the execution of each and every priority in the plan. As these planning priorities are carried out, the College is committed to keeping these imperatives in the forefront of implementation:

- That all Strategic Priorities must address and guide the whole College, with **consistent application to both credit and noncredit instructional programs** and structures at the College, particularly as relating to student support services, retention activities, career pathways assistance, and transfer assistance;
- That all Strategic Priorities **provide for and promote diversity** at all levels of the organization, purposefully contributing to a climate which fosters high morale, improved performance, and greater connectedness for all college constituencies and the community;
- That all Strategic Priorities incorporate the development and maintenance of **strategic alliances and partnerships with external and internal constituencies**, including especially the involvement of students, community members, and community groups and organizations;
- That all Strategic Priorities strengthen to the maximum feasible extent **the concept of an integrated, one-college, multi-campus district,** particularly with relation to the distribution of resources and services; and
- That the success of this plan is principally assured by **the vital role of the CCSF Board of Trustees** in adopting programs and policies supporting the vision, mission, goals and Strategic Priorities of the plan; monitoring the process made towards goals and objectives contained in the plan; supporting the college community while holding it accountable; and encouraging the Chancellor and administration in partnership with faculty, staff and students to implement this plan to the fullest in order to achieve the desired outcomes.

With these imperatives clearly in mind and with eyes focused on the priorities that will guide and shape our future, we anticipate a successful journey amidst the challenges of a world accelerating with change.

Dr. Philip R. Day, Jr. Chancellor

Our Changing Environment

The College's Strategic Planning process identified eight Strategic Priorities. These key priorities met with enormous support during the entire review period, which included five internal follow-up review sessions and seven listening sessions with the college community and representatives from community organizations, business, labor and government.

This strong level of agreement on key priorities among the diverse group of planning participants results from a shared understanding of the importance of certain social, political, educational, and economic trends shaping City College's environment.

Each of the following sections discusses the background behind the key priorities that planning participants agreed should be addressed in the Strategic Plan.

The Need for Basic Skills

Data on entering students demonstrate the scope and depth of students' lack of preparation for college work. First-time students as a whole show a significant need for basic skills classes. Over 60 percent of students taking the CCSF placement examination test into one or more basic skills courses, and 75 percent of students 16 to 19 years old place into basic skills. More than 50 percent of the graduating high school students from San Francisco Unified School District schools place into one or more basic skills courses. The success rate for students overall in basic skills is 55 percent. For some student populations within basic skills, the success rates are below 50 percent.

The College already provides a great deal of support services to students, many of whom are able to attain their goals. For example, about 1,000 students receive an associate degree each year from City College of San Francisco, and nearly 75 percent of those students took at least one basic skills course while enrolled at the College. Forty percent of those students took three or more basic skills courses. Clearly, CCSF serves a large number of students with basic skills needs.

The CCSF planning participants agreed that if the College were to continue to provide opportunities for basic skills students to transfer to baccalaureate institutions or find training in a high skill/high wage occupation, expansion and improvement of basic skills programs would be required. The planning participants identified seven major objectives to support this priority.

The Need for Expansion and Enhancement of Academic Programs

A key social trend identified by the planning participants is the continuing diversification of the population in the College's service area, especially the growth of the Latino and Asian/Pacific Islander populations. The College's Strategic Plan diversifies curricular offerings throughout the College and promotes instructional strategies that optimize student success. The new accreditation standards are another important development that will require

faculty to identify and assess student learning outcomes at the course, program, and college level. In the Strategic Plan, the College responds to the new standards with a focus on teaching and learning issues in order to further extend and deepen the rich learning environment at the College.

The Need for Expansion of Economic and Community Development

Despite the current downturn in the region's economy, the long-term economic projections for the Bay Area and the City of San Francisco continue to be optimistic, emphasizing economic growth in the health, construction, transportation, information technology, and biotechnology sectors. Virtually all of the new jobs in these and other sectors will require at least an associate degree. Among the significant local economic and community developments are the Mission Bay and the Third Street Corridor projects, which need a workforce with multiple skills and competencies. Therefore, the College plans to expand workforce training and development opportunities and integrate basic skills, English as a Second Language, and other appropriate instruction. The College Plan calls for partnerships with other educational institutions, community organizations, and local employers in order to provide educational and training services in ways that are convenient and cost effective.

The Need to Increase Academic and Student Support

San Francisco continues to be one of the top destinations in the state for immigrants needing English as a Second Language programs and academic support services. The College's student population continues to shift toward older working adults (24 to 45 years old) who attend college part time.

The new Strategic Plan calls for increases in the quality and accessibility of student development services to address the needs of current and future City College students. The Plan addresses student orientation, counseling, career guidance, the expansion of retention programs for underserved and underrepresented students, the improved use of technology in student services, and increased financial aid opportunities.

The Need for Stable Funding

During each of the last three decades, community colleges suffered reductions in staffing and services, due to decreased funding from the state. The College's financial condition remains excellent, with reserves well in line with state requirements. However, given the cyclical nature of state finances, the planning participants identified, as a strategic priority, maintaining a stable pattern of funding to support the implementation of the Strategic Plan. The Plan calls for initiatives to improve the efficient allocation of resources within the College, secure alternative resources through development and grants programs, and pursue full equity funding for all programs within the College.

Facilities

While state funding in this area remains uncertain, facilities funding from the Proposition A Bond Referendum will provide the College with resources to implement facility projects including upgrades, remodeling, and new buildings during the next five years. The Strategic Plan delineates the objectives and the supporting activities to implement these projects.

Technology

Planning participants agreed that the College has already made significant strides in applying new technologies in the provision of educational services and College operations. The general expectation was that there would be an ongoing need for the College to update and extend its use of technology in appropriate ways to provide quality services efficiently. These efforts will include expansion of educational technology programs, improvement of network services, expansion of technical support, and expansion of applications for an improved administrative system and working environment.

Organizational Effectiveness

Successful implementation of the College's Strategic Plan will require the efforts of all faculty, classified staff, and administrators. To support a dynamic college environment, the Plan's objectives promote the development of the talents of all College employees. They further the College's effort to utilize a diversified workforce reflecting the communities that the College serves.

Our Vision

As the City College of San Francisco moves into the twenty-first century, our foremost vision is that we will continue to value and foster superior levels of educational participation and academic success among our students. Through the outreach to and inclusion of all populations, the provision of an unparalleled learning experience for students, and the enhancement of a supporting and caring environment that sustains and leads them to the successful completion of their educational goals, we are motivated by a compelling and authentic vision.

A Teaching and Learning Community

Above all else, we aspire to be a teaching and learning community whose principal distinction is the quality of instruction delivered by departments with strong reputations in their fields. The quality of success in learning will permeate all levels of the educational experience, from basic skills to advanced honors courses, from vocational/technical to the academic courses, from citizenship preparation and adult retraining to university transfer courses. The breadth of superior learning opportunities extends to a vast array of courses and programs sufficient to offer any student a pathway to educational and career success.

A Service Community

We will continue to reach out to all neighborhoods, ethnic populations, and economic segments of our service area; develop campuses and sites to better serve geographic areas of the city; diversify and improve programs and services for the benefit of the community; build partnerships with public, private, and community-based agencies to better respond to educational, economic and societal needs; and foster informed participation of our students and employees in community life.

A Diverse and Caring Community

We seek to build an inclusive community, where respect and trust are common virtues, and where all people are enriched by diversity and multi-cultural understanding; a responsive environment in which student needs are met in a friendly, caring, and timely manner; and a working environment for all faculty, staff, and administrators in which everyone is valued and the climate is supportive, positive, and productive.

A Contributing Community

In the larger realms of the state, the nation, and the world, we hope to share our educational resources and contribute knowledge, expertise, and innovation as a post secondary institution of higher education, as members of the community colleges of the state of California and throughout the country, as colleagues in our various fields, trades, and professions, and as educators committed to lifelong educational opportunities for all.

Mission Statement

CCSF provides educational programs and services to meet the following needs of our diverse community:

- Preparation for transfer to baccalaureate institutions
- Achievement of Associate Degrees of Arts and Science
- Acquisition of career skills needed for success in the workplace
- Active engagement in the civic and social fabric of the community, citizenship preparation, and English as a Second Language
- Completion of requirements for the Adult High School Diploma and GED
- Promotion of economic development and job growth
- Lifelong learning, life skills, and cultural enrichment

To enhance student learning and maintain a commitment to excellence, the College provides an array of academic and student services that support the development of students' intellectual, cultural, and civic achievements.

City College of San Francisco belongs to the community and continually strives to reaffirm its commitment as a resource for the community.

Institutional Goals

The institutional goals represent a translation of the mission and vision statements into more explicit purpose statements and intended outcomes. City College's Plan rests upon six institutional goals.

1. Enhance Access to City College of San Francisco

City College will inform everyone of the benefits of the institution's programs and services through a comprehensive outreach and recruitment effort. New and continuing students will be equipped with the appropriate information needed to enroll and succeed in the College's programs and courses. The College will continue and expand its efforts to respond to the needs of the diverse communities we serve by maintaining an open door for all who can benefit from enrollment, and scheduling programs and classes throughout the City of San Francisco to ensure maximum access.

2. Promote Student Success in Achievement of Educational Goals

The College is a learner-centered environment encouraging the acquisition of essential learning skills, civic engagement, and relevant knowledge that students need to achieve their educational goals. The College's programs support student education goals including the associate degree, certificates of program completion, transfer to baccalaureate institutions, specific career skills, English as a Second Language, basic skills, and lifelong learning.

3. Improve Satisfaction with College Services

All students should receive the highest quality educational and student support services at all campuses; faculty, staff and administrators should be able to rely upon the most efficient and effective college operations to fulfill their professional commitments to providing those services. College operations and services will rely upon a college-wide program review system as well as quality improvement processes to ensure that all students and employees receive the most reliable and efficient possible services.

4. Promote a Supportive and Positive Workplace

To better serve our students and our diverse communities, CCSF will promote a supportive work environment, which fosters collaboration and improved levels of communication, innovation and experimentation among the various college departments and units; the College will continue to build effective staff development programs, ensure healthy working conditions, foster an environment of respect and trust, and strive to be the most productive and best rewarded workforce in the California community college system.

5. Manage Resources Effectively

To increase the College's fiscal stability and effective management of its resources, CCSF will continue to pursue the highest standards of efficiency in delivery of educational services. The College will also aggressively pursue alternative sources of revenue including grants, alumni support and capital campaigns.

6. Pursue Highest Standards of Educational Excellence

City College promotes educational excellence by supporting faculty, administration, staff and student participation in national, state and local professional organizations, by building partnerships with other educational organizations, and by pursuing the highest standards of excellence for its programs and services.

Strategic Priorities

1. **To ensure student access, progress, success and transfer readiness through an effective and expanded approach to improving basic skills, remediation, and transitional studies including instruction, academic and student support services, and other services as necessary.**

   1.1. Expand and improve programs and activities that focus on basic skills.

   a. Examine effective retention practices, strategies, and models such as those that increase the intensity of coursework and that accelerate the work in basic skills.

   1.2. Increase success rates for students with basic skills needs.

   a. Analyze English and math sequences to ascertain where student success can be increased.

   b. Continue to expand the use of alternative methods of instruction and academic support.

   1.3. Expand access for students needing basic skills courses.

   a. Ensure that part-time students receive the same opportunities as full-time students.

   b. Determine and advocate for funding at the state level.

   1.4. Expand support programs to meet needs of students who do not perform well on high school exit exams and other standardized tests.

   1.5. Provide a comprehensive student success curriculum.

   a. Increase access to college success courses that teach study skills and other necessary skills.

   b. Expand initiatives through which student organizations address retention issues.

   1.6. Expand and improve linkages from basic skills through transfer courses in the college curriculum.

   1.7. Expand the College's organizational capacity to address the needs of basic skills students.

2. **To continue to emphasize the strengthening and improvement of academic programs and courses, instruction, alternative systems of delivery, and success in achieving student learning outcomes.**

   2.1. Address and resolve graduation requirement issues.

   2.2. Continue to diversify the curriculum across the College.

   a. Strive to make multicultural perspectives and civic engagement the norm for all disciplines.

   b. Provide instruction addressing a diversity of learning styles.

c. Provide faculty and staff training and professional development opportunities in multicultural perspectives.

d. Review the curriculum in terms of multicultural perspectives and regularly assess the effectiveness of the curriculum using multiculturalism as one criterion of excellence.

2.3. Promote instructional methods and deliveries that optimize student success, including such programs as distance/on-line learning, interdisciplinary and competency-based programs, collaborative and project based learning, learning communities, integrated learning and cross-disciplinary initiatives, as well as successful traditional methodologies.

2.4. Expand out-of-classroom learning activities to provide a range of opportunities, including service learning, internships, tutoring, mentoring, and cultural and recreational activities at all campuses.

2.5. Use skills-across-the-curriculum to enhance study skills and reinforce learning in the essential subject areas of reading, writing, and math.

a. Continue to promote and expand student success skills, including communication skills (speaking and listening), study skills, information competency skills and time management.

2.6. Utilize contextual and experiential learning strategies.

a. Expand the integration of vocational courses with ESL where appropriate.

b. Utilize project-based learning.

c. Develop bridge courses that introduce students to key occupational programs, such as biotechnology, information technology, and healthcare careers.

d. Utilize job-shadowing opportunities.

2.7. Expand the identification by faculty of learning outcomes and assessment of student learning at the course, program, and College levels.

a. Review and refine, where needed, existing policies and procedures that faculty use to identify desired learning outcomes by course and program.

b. Review and refine, where needed, existing policies and procedures that faculty use to assess the extent of student learning in courses and programs, including the development of appropriate assessment instruments.

c. Review and refine, where needed, existing policies and/or procedures that faculty use to evaluate the effectiveness of various teaching and delivery modalities and strategies, analyze the assessment results, and modify those strategies where appropriate.

d. Develop survey instruments to assess employer, student, and alumni satisfaction with college instructional, transfer, and training programs.

e. Review and refine, where needed, existing policies and procedures of the College's program review system to ensure the effectiveness in improving instructional and student development/student services programs.

2.8. Expand staff development opportunities for faculty in the development and implementation of learning assessment initiatives

2.9. Integrate visual resources in to the institutional life of the College

a. Integrate visual resources into the curriculum to improve student success and learning.

b. Expand art education exhibits and workshops throughout the College.

c. Conserve and maintain CCSF works of art.

d. Establish an art walking tour of the Ocean campus.

e. Promote and support the acquisition of art for new college buildings.

3. To continue respond effectively to the educational and training needs of students and communities related to workforce, economic and community development initiatives.

3.1. Develop new academic, vocational and contract education career pathway programs to respond to economic development trends in the City and the region in key economic sectors, including but not limited to health and medical services, transportation, public sector services, biotechnology, and information technology[1].

3.2. Integrate basic skills, ESL, and other appropriate academic instruction with workforce education programs.

3.3. Expand workforce training and development opportunities for students.

a. Address opportunities for employment training for diverse populations.

b. Teach skills and competencies that cut across academic and occupational programs.

c. Offer career-interest and career-planning courses.

d. Collaborate with community-based organizations and businesses to provide students with a first employment/internship opportunity.

[1] see also Education Master Plan Section I for additional program plans.

e. Use work-study, internships, and other similar programs to provide students with work experience in the community related to their program/course of study.

3.4. Explore the potential of high-pay/high-skill jobs at the Mission Bay and Third Street Corridor projects for residents in local area communities as well as other sections of the City including the necessary education and training requirements for those jobs.

4. To expand the College's outreach, recruitment, marketing, and promotional activities related to the College's programs, services, and resources in order to support the enrollment and community development objectives of the College and the needs of our current and prospective constituencies.

4.1. Expand the number of people served by the College within the City and County.

a. Provide new kinds of programs and services to reach people in new ways.

- Use technology and distance education.
- Partner with community-based organizations (e.g., Swords to Plowshares, Walden House, Second Chance, Goodwill, On-Lok, JVS, etc.).
- Recruit under-employed and dislocated workers.

b. Review curriculum, scheduling, and instructional delivery options for programs and courses to attract diverse and changing student populations.

c. Develop additional targeted marketing and outreach strategies.

d. Analyze why some City residents attend community colleges outside the City and develop strategies to meet their needs through CCSF.

4.2. Recruit and support non-credit students seeking to transition to credit programs.

4.3. Develop outreach to people who commute into San Francisco.

4.4. Share student data with other postsecondary institutions and high schools to expand the College's understanding of student needs.

4.5. Extend outreach activities beyond San Francisco, targeting the Bay Area, the state, and other countries.

4.6. Expand efforts to reach current middle and high school students, high school dropouts, and high school graduates in collaboration with SFUSD and other Bay Area school districts.

a. Expand the use of concurrent enrollment to support underprepared and underrepresented high school students, including students at risk of not graduating.

b. Expand programs to reach high school students bound for CCSF or C.S.U., U.C., and other four-year colleges and universities.

c. Expand and improve outreach to students still in high school.

d. Explore offering more CCSF courses at high school sites.

4.7. Expand alternative scheduling and flexible delivery of courses.

a. Increase evening and weekend courses.

b. Increase summer offerings.

c. Increase continuing education offerings.

d. Increase short-term and modular course offerings.

e. Increase summer bridge courses for high school students needing academic enrichment activities.

f. Explore the use of alternative calendars.

4.8. Expand activities of the Office of Outreach and Recruitment.

a. Explore expansion of the scope of the Outreach/Recruitment Office.

b. Expand role of students in outreach and recruitment.

c. Expand outreach activities focused on campus-based programs.

d. Explore ways that current students may promote the future enrollment of new students.

4.9. Explore intercampus transportation shuttle bus system.

5. To increase the quality and accessibility of student development services to positively impact student outcomes related to student learning, retention, course completion, graduation, and job placement.

5.1. Expand, improve, and promote greater access to financial aid resources for all credit and noncredit students, including Pell grants, college work-study, childcare, books, computers and other tools useful in the educational process, and scholarships.

5.2. Provide a fair and equitable wage for on-campus student employment opportunities by developing and implementing a three-year schedule to achieve a greater level of compensation for students.

5.3. Expand the success of the College transfer function.

a. Identify and assist transfer-ready students to transfer to baccalaureate institutions.

b. Provide additional support for students in meeting transfer goal, targeting underrepresented students.

c. Identify and collaborate with institutions that successfully work with community college transfer students.

5.4. Strengthen the student orientation program.

a. Offer credit and noncredit student orientations that inform current students about College programs.

- Involve students in the delivery of orientation programs in multiple languages.
- Provide student mentors.
- Explore awarding credit for participation in orientation.
- Explore and develop online and video approaches to providing orientation services.

b. Develop additional student information for student orientation initiatives, student clubs and student access to textbooks.

c. Improve user friendliness of the schedule.

5.5. Expand College retention programs for underserved and underrepresented students of color.

a. Expand activities of Latino Services Network.

b. Expand African American Achievement and Retention Programs.

c. Assess needs and feasibility of establishing retention programs for other underserved populations (e.g., Filipino Asian/Pacific Island, and Native American students)

5.6. Promote lifelong learning development, including skill upgrades and career ladders guidance.

a. Provide examples of career pathways that students can pursue (workforce, associate degree, transfer) with assistance from counseling services.

5.7. Utilize technology to strengthen the delivery of student services.

a. Implement a degree audit system for use by faculty, staff, and students.

b. Implement a computer-based system for educational planning.

c. Implement computerized assessment/placement testing.

d. Implement a student monitoring system to ensure student success.

e. Implement on-line delivery of student orientations where appropriate.

5.8. Assure the delivery of a full range of student support and counseling services at all campuses.

a. Promote communication and knowledge about student development services among college faculty and staff.

b. Strengthen relationships at the campuses by cross training student services faculty and staff to provide services for both credit and non-credit students.

c. Expand essential services to students beyond the College's normal operating hours.

- Address needs of evening and weekend students.
- Expand Library/Learning Resource Center and the Learning Assistance Center hours.

- Expand Student Union hours.
- Address student access to health services outside the Ocean campus.

6. **To identify and promote strategies that provide a stable pattern of funding for CCSF's Strategic Priorities.**

6.1. Monitor and advocate for state funding formulas and public policies that affect CCSF funding.

a. Pursue full equity funding for noncredit programs and courses.

b. Pursue increases to base funding.

c. Monitor and advocate for funding formulas equitable for CCSF, its students, faculty, and classified staff.

6.2. Review and improve efficient use of resources.

a. Reorganize and re-engineer College operations and systems as needed to maximize efficient use of resources.

b. Review the allocation of personnel to optimize the use of staff.

c. Seek to eliminate mundane time-consuming processes.

6.3. Expand activities to secure alternative resources.

a. Develop a capital campaign for the College.

b. Explore the establishment of planned- and deferred-giving funding options through the Foundation.

c. Explore a "Friends of the College" initiative.

d. Continue to develop the CCSF Foundation Board.

e. Use grants to leverage other resources.

f. Increase contract and continuing education programming.

g. Create more strategic alliances and partnerships that provide opportunities for sharing instructional and student support services costs.

6.4. Effectively implement the plans and projects associated with the 2001 Bond Referendum and leverage other resources from the state, federal, and private sectors to maximize the benefits for college facilities and programs.

6.5. Continue to upgrade and maintain facilities to support learning.

a. Address health and safety issues including seismic retrofitting.

b. Complete electrical upgrades to support district-wide computer network.

c. Remodel existing space to accommodate departmental needs when necessary.

d. Improve overall appearance of building exteriors as well as interior space.

e. Provide prompt responses to faculty and staff requests for work orders and custodial services.

f. Develop and implement standards for classroom furniture.

g. Expand scheduled and preventive maintenance activities.

h. Plan professional development opportunities for staff responsible for maintenance and upkeep of buildings and grounds.

i. Significantly improve external and internal signage for campus facilities, as needed, throughout the College.

j. Ensure access to all campuses for persons with disabilities

7. To significantly upgrade and expand the utilization of technology systems that enhance learning, optimize institutional resources, and contribute to improved levels of communication and organizational effectiveness.

7.1. Strengthen and expand educational technology programs.

a. Support the institutionalization of on-line learning classes, as appropriate, based upon evaluation of course effectiveness.

b. Explore and evaluate the use of interactive television (IPTV) to deliver educational programming to students at various campuses.

c. Provide faculty with access to the appropriate training and equipment to improve the use of technology for instruction in traditional classroom settings, technology-enhanced instruction, and distance education.

d. Evaluate the effectiveness of these instructional technologies in contributing to student progress and success within the College.

e. Improve the programming on the College's education access television station, through collaboration with SFUSD and other agencies.

f. Expand capacity of student support services with computerized assessment centers, electronic educational planning, transcript services, and certificate/degree/transfer audit programs.

g. Explore a one-stop portal for students and College employees.

h. Continue to improve the quality of computer labs and expand access for all students.

i. Provide staff development and training opportunities for all CCSF employees in the use of technology and in applications of technology to enhance teaching and learning.

j. Use technology-mediated instruction to reach students, including home-bound adults, working adults, and students needing GED preparation in English, and other languages as available.

7.2. Improve network services.

a. Provide CCSF employees with universal access to Web-based services and resources through desk-top computers.

b. Provide CCSF students with universal access to Web-based services and resources, including email, chat rooms, discussion boards, Web portal, instant messaging, information ports, laptop loans, and wireless access.

c. Establish standards for network services.

d. Plan and support wireless access to Web services for all constituencies.

e. Plan for next generation of network technologies including convergence of voice, data, and video; new telephone/voice system; and video distribution alternatives such as interactive TV.

7.3. Expand College capacity of technical support and organization.

a. Complete the construction and rollout of network infrastructure.

b. Develop and implement a training program for the application of CCSF technologies.

c. Establish stronger structures to improve delivery of information technology resources and technical support for users.

7.4. Expand applications for an improved administrative system and working environment.

a. Convert paper-based systems to electronic systems at all campuses, including document imaging, student ID card, and on-line personnel and requisition processing.

b. Review College business practices to improve efficiency and productivity.

c. Support the ergonomic use of technology to prevent injury and improve efficiency.

d. Explore and implement automated noncredit admission and enrollment to improve efficiency through technology, further automating activities such as pre-enrollment, waiting lists, registration, transfer between classes, class counts, no show follow-up, and attendance accounting.

8. To continue to promote a dynamic and supportive organizational climate including improved communication among students, faculty, and staff; development of the talents of faculty and staff; and the promotion of diversity at all levels of the College.

8.1. Ensure that the College's workforce reflects the diverse communities we serve.

a. Continue and expand efforts to recruit and hire a diverse faculty.

b. Pursue development strategies to cultivate and support a future corps of faculty for CCSF.

c. Evaluate the progress and success of the College's recruitment and hiring efforts and processes.

8.2. Promote professional development and ensure that it is available to all CCSF employees.

a. Continue professional development for faculty, staff, and administrators on critical topics including technology, global education, subject-specific areas, diversity training, access for disabled persons, leadership development, instructional methods, and conflict resolution.

b. Conduct periodic assessments of the needs for professional development including input from all key College constituencies.

c. Expand campus-based opportunities for professional development.

d. Establish ongoing orientations for new faculty, classified staff, and administrators throughout the year.

e. Support and reward innovation among faculty, classified staff, and administrators.

f. Identify and publicize effective practices promoting student success.

8.3. Continue to develop initiatives that promote social and racial trust among all College constituencies.

8.4. Ensure a balance of services for all campuses.

8.5. Promote collaborations among departments and College offices.

a. Increase collaboration and direct interaction among counselors, instructors, and librarians to foster positive working relationships.

8.6. Investigate the feasibility of offering incentives for early retirement for eligible faculty, classified staff, and administrators.

8.7. Improve and increase accurate and consistent communications among employees, students, and the larger community about College programs and activities.

a. Use technology for improved communication.

b. Use traditional means to improve communication.

c. Provide periodic progress reports to residents of San Francisco.

d. Continue to share research on student success.

e. Improve the effectiveness of the participatory governance and consultation process to better enable various constituent groups to participate in the development and implementation of College initiatives.

8.8. Implement recommendations of the Enhanced Self-Study as they are approved.

8.9. Continue to raise morale and strengthen the identification with CCSF on the part of all constituencies.

CITY COLLEGE OF SAN FRANCISCO

Strategic Plan 2003–2008 Appendices: Summary Report on Proposed CCSF Strategic Plan Listening Sessions

Summary Report on Proposed CCSF Strategic Plan Listening Sessions

To obtain the maximum amount of feedback about the College's draft Strategic Plan, the Chancellor and the Planning and Budgeting Council held eight listening sessions at five campuses during the period September 23 through November 20, 2002.

Four of the listening sessions focused on feedback from members of the college community—faculty, students, staff and administrators; and four sessions were held to gather responses from the greater San Francisco community including representatives from community organizations, businesses, educational institutions, government and non-profits. Invitations to review and discuss the strategic plan with the College listening panel were sent to approximately 300 individuals and organizations in the city and county of San Francisco.

Over 250 people attended the eight listening sessions and most of them provided either oral or written responses to the basic question asked of all participants:

> ***What key directions do you think should be embraced as CCSF plans its future and are these directions identified in the current draft strategic plan?"***

Members of the college community focused on strategic initiatives that address strengthening and improving academic and student development programs. The concerns included:

- Expanding professional development for faculty and staff;
- Enhancing the college curricula and facilities with visual arts resources;
- Establishing new programs in such areas as medical lab technician and disaster preparedness;
- Expanding financial aid, career guidance and academic support programs; and
- Adding new courses to current programs, particularly in occupational areas.

Presentations from members of the communities served by City College of San Francisco focused on four strategic priorities: academic programs; workforce training and education; outreach and recruitment; and student development. The main themes include:

- Integrating of English as a Second Language with vocational programs;
- Expanding health education and training programs;
- Continuing the development of flexible systems of delivering education particularly for those who work full time;
- Expanding recruitment and outreach; and
- Expansion of career guidance and academic support systems.

Notes from Strategic Plan Listening Sessions

September through November 2002

External Listening Sessions

Downtown Campus, October 30

1. Continue to support CCSF SBDC
2. Add support for the development of small businesses to SP Initiative #3 (Workforce Education and Training) as an activity.
3. Integrate microcomputer business applications classes such as one on Quick Books, with the small business program at the Downtown campus.
4. Additional ESL literacy classes are needed at the college for displaced workers (e.g. Levi Strauss workers)
5. Expand job training for entry level workers
6. Develop a program in non-profit agency management.

John Adams Campus, November 4

1. Comment made that we need to be cognizant of shifting demographics in San Francisco (i.e., largely Asian population, many of whom are immigrants); would like to see (1) more training for bilingual/bicultural health and human services providers and (2) more service learning opportunities.
2. Suggestion made that we offer more acute care training and pre-college program to support students.
3. Comment made that strategic plan reflects reality and that CCSF is responsive to the community.
4. SFFD representative noted that he appreciates CCSF's role in the community and is committed to working with CCSF to serve the community (through paramedic and EMT training).
5. Recommendation made that we consider graduates of SFSU School of Nursing for faculty positions (nursing shortage is coupled with an even more severe shortage of nursing faculty).
6. Suggestion made that we consider increasing access to CCSF resources by offering classes onsite for populations such as those recovering from head traumas at Laguna Honda and find ways to provide these individuals with funding for textbooks, supplies, etc.

7. Same individual suggested partnering with community-based organizations (e.g., Department of Public Health, SF General Hospital, Community Mental Health) to provide onsite career counseling for employees.
8. SFPD would like us to expand training into basic English (composition), social sciences, and psychology.
9. Comment made that we need to emphasize language training.
10. Suggestion made that we expand the opportunities for ESL students that tap into their existing skills (e.g., similar to Welcome Back).
11. Recommendation made that we work in close collaboration with the Workforce Investment Board, continue building partnerships with CBOs, and continue to offer courses during evenings and weekends for working adults. Also noted that we need to continue customizing training to meet employer needs (cited this as an area of weakness at CCSF).
12. Same individual indicated need for more intensive, flexible, vocationally oriented ESL offerings. Also noted need for enhancing customer service for agencies and students.
13. Requested that we include healthcare in Priority #3.
14. Echoed need to provide more vocational training, especially ESL.
15. Need asserted for expanding our allied health programs, and, in particular, need to develop support services for allied health students—many work at same time they go through program.
16. Suggestion made that we reach out more to high school students through School-to-Career programs (noted by three individuals); need to emphasize 2+2+2 initiatives.
17. Affirmed need for technology as a tool for distance education to reach broader audience.
18. Another participant noted the need to work closely with African American and Latino students on transfer; suggested that low transfer rates among these students are due to a lack of cohort with which to transfer (i.e., lack of community at state universities).
19. Echoed need for bilingual nurses and allied health professionals, especially Cantonese-speaking professionals; suggested that we partner with agencies to provide internships for students.
20. Request made that we expand homecare provider training by offering more sections, limiting class size to 20 students, and offer more classes in more languages; nursing and allied healthcare classes are too impacted, as are prerequisite classes.

21. SEIU would like to partner more with CCSF; members sorely need GED courses and Eng/math remediation to advance; need to involved unions in planning.

22. Statement made that we need to focus more on transitions from community college to four-year institutions. Noted that some of the best students at UC schools are those who came from community colleges—these "non-traditional" students tend to bring enriching experiences to the classroom. Need to begin shepherding transfer students earlier.

23. Suggestion made that we invest more in public relations; not enough spotlighting of CCSF.

24. Need to focus on physical improvement of facilities (SPUR can help)—keep going back for more bond measures.

25. Suggestion made that we utilize SPUR for student internships and for outreach.

26. Suggestion made that we tap into the Asian and Latino communities more (as we have with African American community).

27. Need asserted for cross-training of health care providers.

Gough Street (Includes Mission and Alemany Campuses), November 6

1. Comment made that we overstress "community service" (e.g., CCSF as a place for life-long learning) and don't stress enough how it can be a stepping-stone to a four-year degree.

2. Noted that students need more help navigating the system through support services (orientation, counseling and retention programs); too many students become lost—noted that Strategic Plan addresses this as did the last, but it doesn't seem to have been implemented broadly enough.

3. Requested that we focus on making the Mission Campus bigger and better—doesn't currently serve the needs of the community because of space limitations.

4. Indicated support for Priority #2; also recognized that getting staff/faculty to embrace new pedagogies to meet the needs of nontraditional students can be challenging given logistical limitations, etc.

5. Noted importance of articulating with SFUSD and suggested that we reference K-12 under partnerships.

6. Participant indicated support for lifelong learning as a way to increase self-esteem; also noted importance of ESL. Would like to see these opportunities increase.
7. Supported non-credit instruction and need for building partnerships in this arena.
8. Noted that de-institutionalization of the elderly will result in a greater training need for in-home care providers.
9. Need asserted to recognize what the Hawaiian/Native American student community can bring to CCSF (e.g., environmental knowledge, etc.).
10. Noted need for more staffing in DSPS—valuable resource for students.
11. Need to provide more fellowships and internships for students (suggested providing opportunities for students to work with faculty to publish articles, etc.).
12. Need to focus more in recruiting Native American students—SF is home to the second largest population of Native Americans in an urban setting.
13. Consider developing a relationship with Indian gaming outfits for funding programs that support Native American students.
14. Request made that we expand healthcare and nursing programs and work with organized labor to determine which programs to expand.
15. Asked that we integrate ESL and basic skills into workforce education.
16. Suggested that we create a smoother transition between prerequisite courses and subsequent nursing/healthcare courses (especially for students fulfilling prerequisites elsewhere).
17. Need asserted for better outreach to a variety of communities. Need to devise affordable, culture-specific marketing.
18. Recommendation made to expand alternative delivery of courses—bring classroom to students (e.g., Walden House); expand partnership with Walden House and others; focus in particular on computer training and consider involving counselors.
19. Great need for in-home care providers; need job readiness training, hands-on training, and language development (especially for Russian and Spanish speakers—need instruction in these languages). Need to expand training program.
20. Support for flexible delivery of education and training for health care workers seeking to move up the career ladder.
21. Strong support from the Chief of Staff of the Workforce Investment Board of San Francisco for City College programs and commitment to work closely with the WIB. Recommends expansion of alternative

delivery systems including on-line learning, collaborative and project-based learning and course instruction at community organizations.

22. Recommendation to establish special projects with SFUSD schools used by CCSF to provide mentoring and tutoring and other forms of support for the students in these schools.
23. Recommendation in support of vocational ESL, vocational programs for older adults and training for entry-level positions.
24. Need for continued support for education for newly arrived immigrants, especially through Newcomer High School.
25. Support for a "multi-level strategy" for new Chinatown/North Beach campus to work closely with both the companies in the financial district and the new immigrant populations in Chinatown.
26. Support for expanding communication with the communities in San Francisco.
27. Additional training for students at CCSF participating in the shared governance system.
28. Use exit interviews for retiring faculty to gather insights about what the college is doing well and where improvements are needed.
29. City College of San Francisco should participate in committees established by the Board of Supervisors.
30. Channel 27 needs to be upgraded in video and audio.
31. CCSF should establish a training program in disaster preparedness for residents of the City including employees in the businesses, agencies and public sector. Such a program could utilize current CCSF courses as well as the skills and knowledge of various residents of SF.
32. Need for basic culinary class for adults with developmental disabilities. Also need appropriate training for entry-level jobs for adults with developmental disabilities (such as: janitorial, retail, restaurant).

Southeast Campus, November 11

1. Encouragement given for CCSF to continue partnering with SFSU, Department of Human Services, and other CBOs in child development.
2. Same participant also recommended using DHS' VIP Program as a model for ESL vocational education. A later participant reinforced the need for basic skills and ESL to be paired with workforce development/vocational education.
3. Request made that CCSF provide staffing to the One Stop Centers.
4. Additional request made for specialized scheduling of courses for welfare recipients (e.g., shorter, more intense courses; "weekend

college"); also requested that we provide more opportunities for skills enhancement that encourages pursuit of higher education.

5. DHS clients have complained that CCSF classes are too large and that content does not reflect primary need for job development; would also like to be able to access One Stop services in the evenings. In particular, would like to see job development opportunities in strong industry sectors (e.g., biotechnology) that provide wage progression through continual skills upgrade. Clients have also asked for certificate program for Building Superintendents.
6. Suggestion made that CCSF strive for (1) better integration with the rest of the workforce development system, (2) more career counseling and job placement, and (3) better access to courses and opportunities through flexible scheduling, etc.
7. Another participant raised the concern that there aren't enough opportunities for residents of the Southeast sector to develop skills to pursue jobs in biotechnology.
8. Comment made that folding the Latina Service Center into the Latino Services Network detracts attention from the very specific needs that Latina women face. This participant would like to see more support for re-entry of female students.
9. Another request made for flexible scheduling of classes to promote access for students who work.
10. Suggestion made that CCSF consider locating programs in Visitacion Valley (considered to be a neutral area in terms of gang turf).
11. Request made that we continue providing tours of CCSF for high school students.
12. Concern raised that high schools aren't receiving information about their students once they move on to CCSF.
13. Suggestion made that we provide a one-credit course for high school students to introduce them to CCSF.
14. Comment made that undocumented students are prohibited from participating in high education due to their immigration status.
15. Request made that we explore ways to subsidize training programs in promising workforce development areas (aircraft mechanics, computer technicians). Validated earlier comment re. need to explore alternative delivery of training programs that encompass basic skills and job skills development.
16. One participant would like to see more stepladder programs through two-year institutions.
17. Request made that CCSF take leadership in facilitating improvements in quality of life for residents in Southeast sector.

18. Concern raised that the Southeast Campus appears to be in competition with other CCSF campuses for educational programming; would like to see more certificate programs at this campus (e.g., reinstate allied health training programs and provide more business English and math classes). Another participant echoed concern that CCSF does not provide enough full certificate programs at the Southeast campus—CCSF also needs to provide more credit courses at night on this campus.
19. Request made that we focus more on Pacific Island students (especially Samoan) through offering culturally relevant courses (Samoan arts), etc.
20. Comment made that CCSF generally needs to focus on outreach and recruitment in Southeast community.

Internal Listening Sessions

Downtown Campus, September 23

1. Question about establishing targets and goals for some of the activities listed in the strategic plan. For activities such that are to be "increased" or "expanded", such as 4.7 for example, question of how such increase is to be evaluated.
2. Question about Obj. 5.5 on retention. Discussion followed.
3. Question about integrating ESL with career development and occupational programming.
4. Question and discussion about regular permanent allocations for equipment and software upgrades for computer labs so that "higher end" computer classes could be taught.
5. General discussion about Downtown library operation.
6. Comment that the strategic plan draft was "superb".
7. Comment that the plan was so comprehensive that "there was hardly anything we couldn't find in it. Noncredit programs are also well represented in the plan."
8. Overview discussion about planned renovations of the Downtown campus especially the first floor. Cabaret and sound system setups would be useful.
9. Suggestion made that it might promote collegiality more to have the campus funding "pie" divided up in bigger pieces and rotated among the campuses (even if on a less frequent basis), in preference to the current practice of making it a competitive decision process wherein desired projects are funded frequently but often only partially.

Southeast Campus, September 25

1. Question about whether we will increase classes available on Southeast classes, particularly in light of 3rd Street Corridor improvements with light rail access.
2. Concern raised that Transitional Studies needs vary by campus, therefore need representation for all.
3. Issue raised that basic skills students want jobs.
4. Support expressed for increasing internship opportunities.
5. Question about accountability and how we will measure attainment of strategic priorities.

6. Comment that exploration of "Ability to Benefit" (financial aid qualification for ABE) program needs to be resurrected.
7. Comment that sewing equipment needs updating.
8. Concern raised about why students who have health benefits elsewhere need to pay the student fee.
9. Request made for more student mentoring funds at the Southeast campus.

John Adams Campus, October 1

1. Suggestion made that we consider accelerated immersion programs for ESL students who are skilled and literate foreign professionals (e.g., doctors, nurses) whose basic skills need is only for English language acquisition.
2. Concern raised that Title III focuses solely on credit students; would like to know that we are pursuing other grant funds for noncredit students (responded that infrastructure/technology that Title III will allow us to undertake will ultimately serve all students at all campuses, whether credit or noncredit).
3. Comment that health occupations should be listed in 3.1.
4. Suggestion made that all campuses and specific departments need individual marketing support in addition to marketing CCSF as a whole; would like the Office of Marketing and Public Information to facilitate discussions about how to address individual campus and department marketing needs at an institutional level.
5. Comment that Priority 5 emphasizes transfer too much; not everything needs to be degree applicable given that the community's needs are diverse with respect to individual educational pursuits.
6. Confirmation received that evening and weekend and course offerings are particularly important, especially for the "working poor."
7. Validated need for reducing mundane/redundant systems/processes within the College (6.2.c).
8. Validated need for optimizing use of staff and noted need to do so in conjunction with collective bargaining units.
9. Comment that the need for beautifying campus grounds is important (6.5.d).
10. Noted importance of using technology for automating admission procedures, etc.

11. Request made for more professional development on grants management; and more need to codify the system along the lines of B-Resolution procedures distributed by the grants office.
12. Question raised about how we can be more flexible in our delivery of services when we experience high enrollment as we are now but facing budget reductions.

Ocean Avenue Campus, November 20

1. To address needs of students in health related programs, additional weekend and evening classes should be established; additional articulation agreements with community organizations should also be pursued.
2. Significant opportunity for CCSF is to establish a medical laboratory technician program since the State of California has just created a licensing program for lab techs. Hartnell College already has an online curriculum that CCSF can adapt.
3. College needs to continue to develop health programs in response to issues/problems within communities such as asthma and diabetes, not just in response to hospital needs for a larger nursing workforce.
4. Address the workforce needs of new companies at Mission Bay such as Hoffman/Roche which needs biotechnology technicians (see section 3.4 on page 10)
5. Add specific reference helping students with accessing textbooks in section 5.4.b
6. Add information competency skills to section 2.5.a
7. Add a ninth objective in Strategic Plan Priority #2 (Academic Programs) that would read: "To enhance both the curricula and the facilities at CCSF by creating, presenting and preserving a broad range of visual resources and pathways to information about them." There are nine proposed activities listed including integrating visual resources into the curriculum; expand exhibitions; development workshops; conserve CCSF works of art; promote acquisition of new art; expand partnerships with schools around arts programs; continue to develop library collections; create an art walking tour; continue to support staffing.
8. Recommendation to enlarge programming in ethnic studies and classes that focus on social and political issues.
9. Recommendation to make editorial changes to draft mission statement Tone is too apologetic. Suggests: "The College will be responsive to them."

10. Recommendation to provide professional development opportunities for faculty to support the integration of multicultural perspectives in to all parts of the college curriculum. New faculty hires should be provided with training to ensure that a multicultural perspective is well understood and integrated into faculty classes.

11. Evening instructor summary of her evening student's views: they appreciate what has already been done by the college to support evening students, and they would suggest additional activities: staggered evening classes so that students could take two classes in an evening; evening and weekend childcare; Sunday hours for the library; short-term classes during holiday break and summer; more SFSU classes offered at the Ocean Avenue campus; more test preparation classes for the LSAT; GRE; CBEST, etc.; evening student clubs; evening concern and lecture series; more effective traffic and parking control; more effective coordination with MUNI with evening class scheduling.

12. Recommendation to recruit/hire more faculty for Latino studies program.

13. Suggestion to modify section 5.5.c to add Pacific Islanders and to use verbs such as "implement" rather than "assess feasibility."

14. Suggestion to add more day classes in GLST at the Ocean campus.

15. Suggestion to enhance support for Asian-Pacific American students, especially since a significant number of the probationary students is AP-As.

16. Suggestion for more Puente and Math Bridge type programs

17. Suggestion for more credit classes on other campuses.

18. Recommendation for professional development for classified staff that is explicitly job-related.

19. Suggestion that FLEX professional days should be rethought given the scarcity of funding, specifically to focus more at the department level needs of the faculty and staff and using more college personnel to transfer information and skills to the faculty and staff.

20. Suggestion for student housing; shuttle busses for the college for students and faculty.

21. Suggestion to increase outreach to students about student clubs and student support resources.

22. Suggestion to diversify the curriculum content of European history to include both western and eastern European history.

23. Investigate the feasibility of changing transfer requirements for international students to ensure that they enroll in US history and US government courses for transfer to a baccalaureate institution.

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community College District

Subject: Report on grants under $50,000, Child Development and Family Studies Department, December 2002.

This report is for information only on grants that the Child Development and Family Studies Department received for the month of December 2002.

- California Department of Education, Child Development Division has notified the Child Development and Family Studies Department, State Preschool Program that it is eligible to receive a one-time only grant of $3,759 for the purchase of instructional materials and supplies. This grant is in effect for the fiscal period, July 1, 2002 through June 30, 2003.

Originator: Sandra Handler

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **December 19, 2002**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(021219 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Houck, Charles R.	Full-time	DSPS	John Adams	**12/20/02 AMENDED FROM 021107-RPT**

Originator: Clara Starr

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **December 19, 2002**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
(021219 – RPT)

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Osteraas, Leena K.	Part-time	New Student Counseling	Downtown	10/21/02
Stanfield, Paula	Part-time	EOPS	Ocean	05/31/02

Originator: Clara Starr

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between November 22 and December 19, 2002, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, November 22 – December 19, 2002.

Grants involving less than $500,000 and/or less than a $50,000 match:

The Bernard Osher Foundation – City College of San Francisco received a grant from the Bernard Osher Foundation to purchase computers and furniture for the fifth floor computer laboratory renovation at the CCSF Downtown Campus. The award is for $50,000 for an unspecified period of time.

Steven Glick, Originator

Community College of Southern Nevada/FLASH Consortium – CCSF received an extension on a grant from the FLASH Consortium. The original funding period was from October 25, 2001 through October 30, 2002; the funding period will now extend to September 30, 2003. The grant amount of $27,638.62 remains the same.

Wing Tsao, Originator

Governor's Office on Service and Learning (GO SERV) – CCSF was selected by GO SERV to provide concurrently enrolled SFUSD and School of the Arts students the opportunity to explore the life and values of Cesar Chavez through the production of multi-media music videos. The award was for $26,148 for the period of November 25, 2002 through June 30, 2003. Due to state budget shortfalls, grant funds were rescinded for the 2003 program year.

Kristin Hershbell, Originator

San Francisco Department of Public Health – CCSF's Community Health Works received an augmentation of $14,651 on a $7,014 sub-recipient agreement with San Francisco State University for a new total of $21,665. Funds will support two instructors in the Drug and Alcohol Certificate Program which prepares students to become

counselors with strong competencies in drug and alcohol addiction, prevention and treatment. The agreement is for July 1, 2002 through June 30, 2003.

Robert S. Gabriner, Originator

CalWORKS Education and Training – CCSF received an extension and augmentation for the CalWORKs Work Study Grant supporting off-campus employment opportunities for students. The original funding period was from July 1, 2002 through September 30, 2002; the funding period will now extend to June 30, 2003. The original amount was for $4,368 and CCSF received an augmentation of $13,104, for a new grant total of $17,472.

Don Griffin, Originator

San Francisco Department of the Environment – CCSF's Recycling Program received the SF Department of the Environment's Environmental Service Award for innovation in commercial recycling. The award is for the period of November 20, 2002 – June 30, 2003 in the amount not to exceed $1,000.

James Keenan, Originator

Contracts Under $50,000:

Middle College High School - CCSF's Middle College High School program will contract with Michelle Khazai in the amount not to exceed $40,000 for the period of December 20, 2002 – October 2, 2003.

Frank Chong, Originator

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contracts under $50,000, Office of Contract Education, City College of San Francisco, December 2002

This report is for information only on contracts that the Office of Contract Education negotiated or amended under $50,000 in October and November 2002.

- China Eastern Airlines – Contract total $10,640.87, term October 14, 2002 to December 6, 2002, for providing a 32-hour English Communication Training in China.
- Bayview Hunters Point Community Advocates – Contract total $35,000, term November 18, 2002 to January 10, 2003, for providing 170 hours of introductory construction trades and basic math skills training.
- H. J. Integrated Systems, Inc. – Contract total $1,650, term December 12, 2002 to January 23, 2003, for providing a 10-hour "Project Management and Cost Estimating" training course.
- SAG Co. – Contract total $3,000, term November 13, 2002 to November 15, 2002, for providing a 15-hour Vocational Education Program to a delegation from China.
- San Mateo County Community College District – Sub-contract of State Chancellor's Office Grant, total $3,000, term December 1, 2002 to June 30, 2002, to cover John Carrese's conference and travel expenses while carrying out Bay Region Consortium Co-Chair duties. John Carrese is the Hotel Project Coordinator with the Office of Contract Education.

Originator: Judy Teng

2